ePEP User Guide for Social Services Users

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1) Getting Started

This manual is designed to help you navigate the new ePEP System which has replaced the previous paper based system.

The new ePEP enables professionals to prepare, share and analyse information about the Young Person before the PEP meeting. There will now be more time for meaningful discussion and a tighter focus during the meeting which will be centred on the Young Person's education, progress and forward planning.

It is important to remember when navigating the new ePEP System is that the ePEP only has three pages before you get to the main body of the PEP.

These pages are the Homepage, the Service User Overview and the PEP Overview which acts as a Front Page to the PEP.

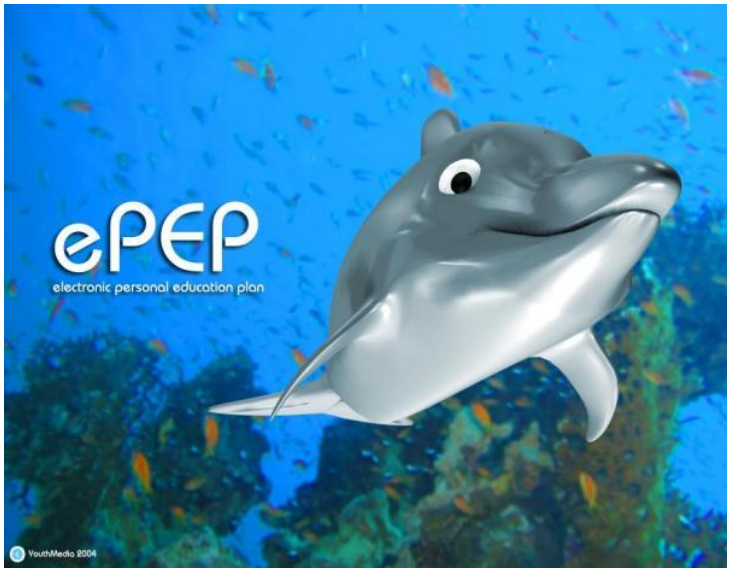
This guide will take you through each page, explaining in turn the various features you will use. The first section is a general section on using the ePEP system, the second looks at ePEP processes, the third at user processes and the fourth is a troubleshooting section.

In the appendices of the user guide there are details of everyone's responsibilities in regards to the new PEP as well as flow charts for the journey of an ePEP and a handy FAQs section along with other useful resources such as an agenda and various user agreements for new users.

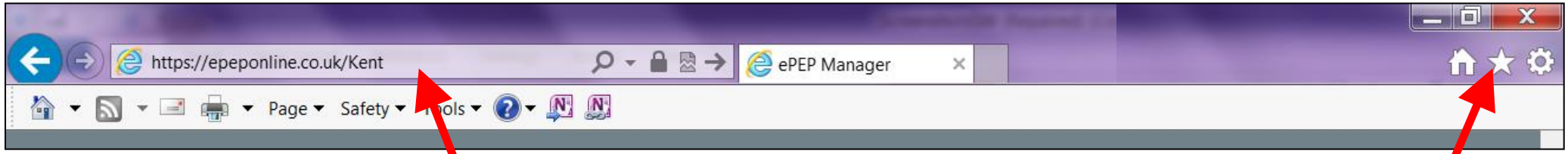
If you need any further help please email us at VSK_ePEP@kent.gov.uk

Please note all names and information used in this guide are made up and in no way reflect any real Kent persons or data.

Introduction to the ePEP System



2) Entering the URL



Please enter the URL https://epeponline.co.uk/kent in the browser bar.

Please **do not** enter it in Google or search for it, as it will not appear due to it being a secure web address. system.

Top Tip: Save this to your favourites so you can bring the Login screen up easily.

3) Creating a Password

a) With a U Number and Unlock Key

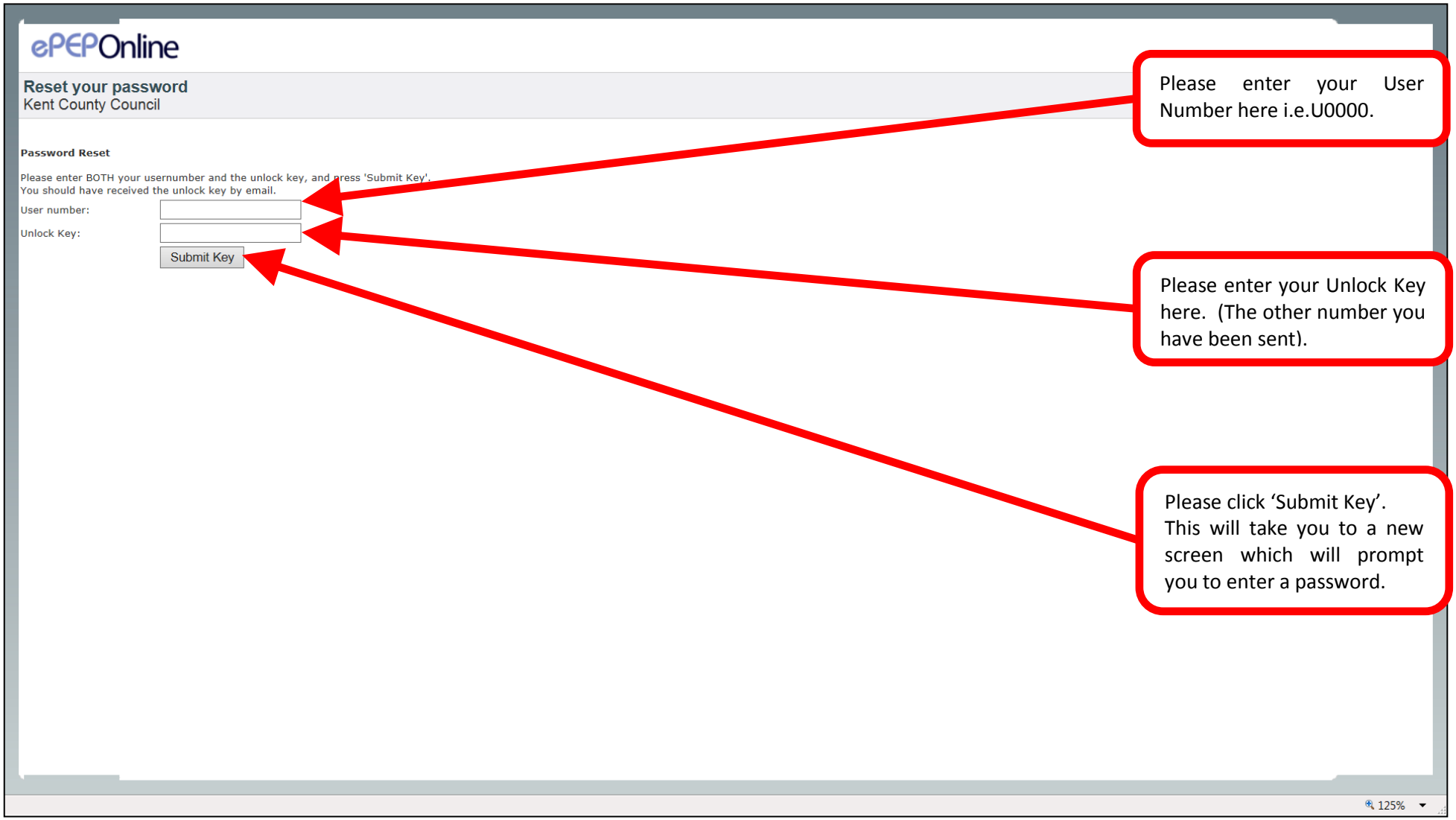
Please have ready your User Name and an Unlock Key that you have been supplied with.

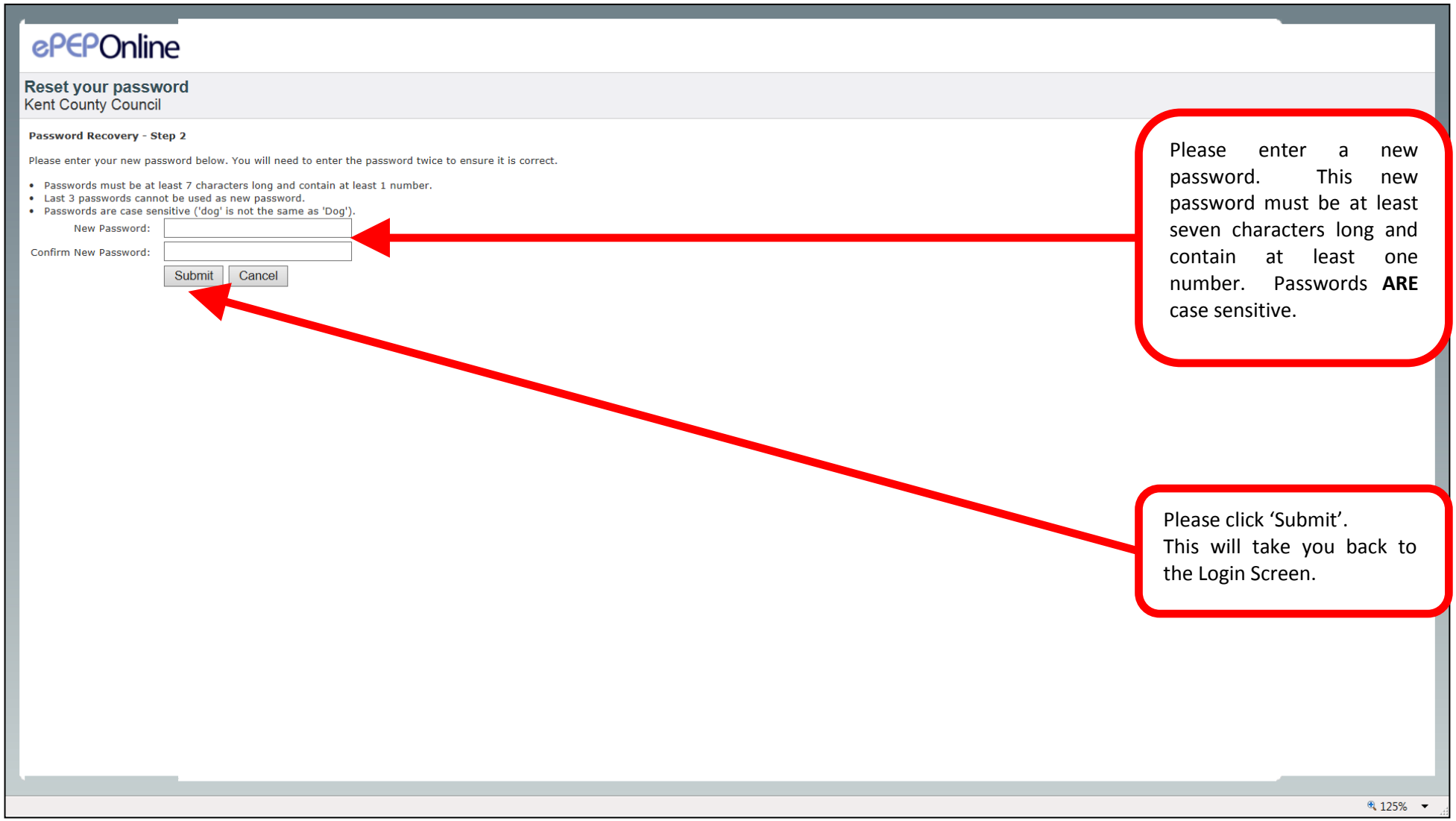
Your User Name should be a U followed by numbers for example U0000.
Your Unlock Key should be a series of numbers for example 123456.

If you have not received these details please email VSK ePEP Admin at VSK_ePEP@kent.gov.uk.

The following instructions will enable you to create a password. You will then be able to access the system

Please click 'I HAVE AN UNLOCK KEY'.


ePEPOnline
Reset your password
Kent County Council
Password Reset
Please enter BOTH your usernumber and the unlock key, and press 'Submit Key'.
You should have received the unlock key by email.
User number:
Unlock Key:
Submit Key
125%
Please enter your User Number here i.e.U0000.
Please enter your Unlock Key here. (The other number you have been sent).
Please click 'Submit Key'. This will take you to a new screen which will prompt you to enter a password.


ePEPOnline
Reset your password
Kent County Council
Password Recovery - Step 2
Please enter your new password below. You will need to enter the password twice to ensure it is correct.
Passwords must be at least 7 characters long and contain at least 1 number.
Last 3 passwords cannot be used as new password.
Passwords are case sensitive ('dog' is not the same as 'Dog').
New Password:
Confirm New Password:
Submit
Cancel
125%
Please enter a new password. This new password must be at least seven characters long and contain at least one number. Passwords ARE case sensitive.
Please click 'Submit'.
This will take you back to the Login Screen.

ePEPOnline
Kent County Council
Kent County Council
v4.1 build 991
ePEP
electronic personal education plan
Username:
Password:
Login
You ha
successfully log ed
out.
FORGOTTEN PASSWORD
I REQUEST AN UNLOCK KE
I HAVE AN UNLOCK KEY
To log in please enter your Username.
Please enter the password you have set.
If you have forgotten your password please see the troubleshooting section of the manual.
Please click 'Login'.
125%

5) Homepage

a) For Social Workers and Social Work Assistants

Top Tip:

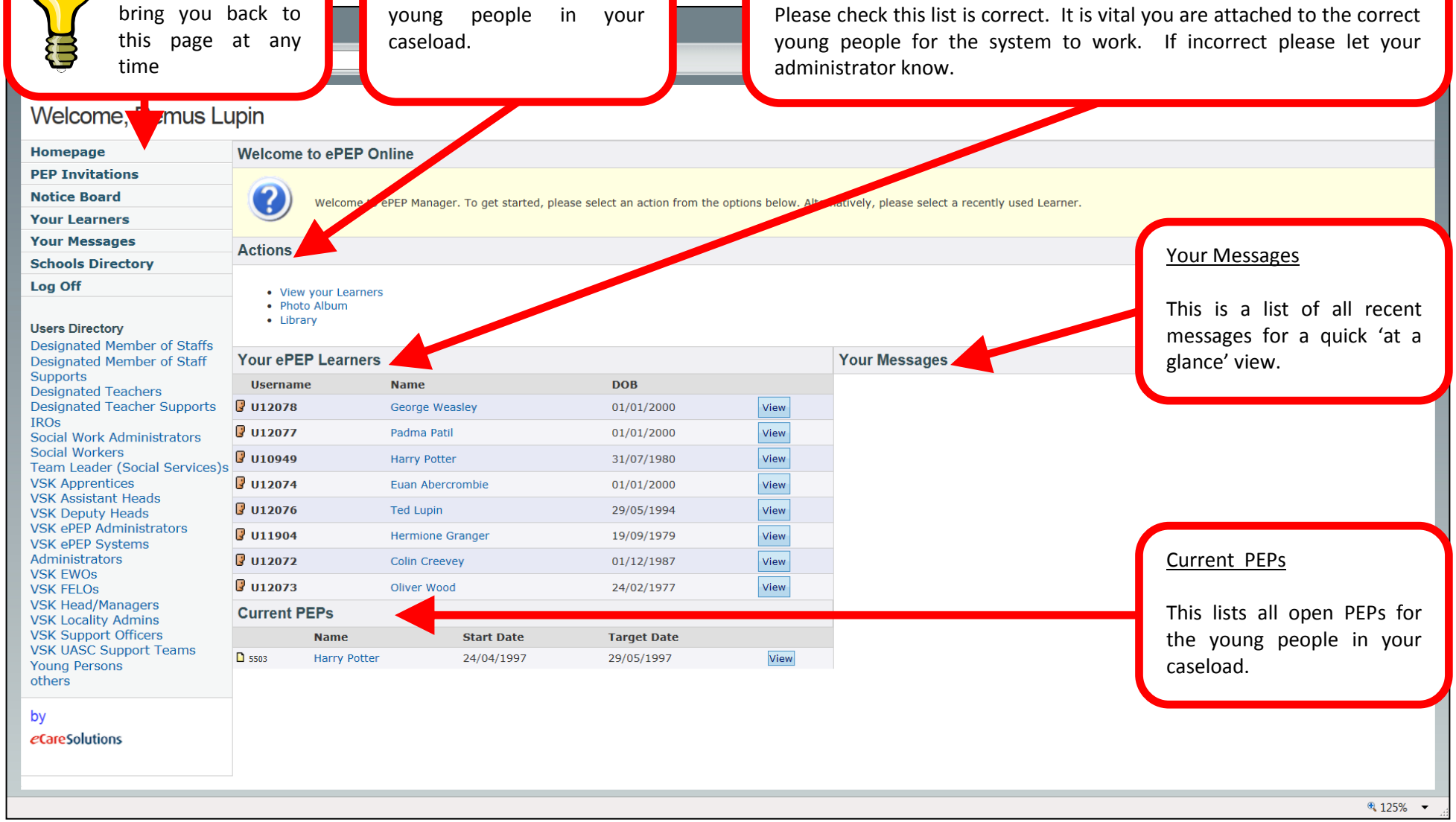
Click 'Homepage' to bring you back to this page at any time

Actions

Click here to view all the young people in your caseload.

Your ePEP Learners

This lists all the young people in your caseload.
Please check this list is correct. It is vital you are attached to the correct young people for the system to work. If incorrect please let your administrator know.



Your Messages

This is a list of all recent messages for a quick 'at a glance' view.

Current PEPs

This lists all open PEPs for the young people in your caseload.

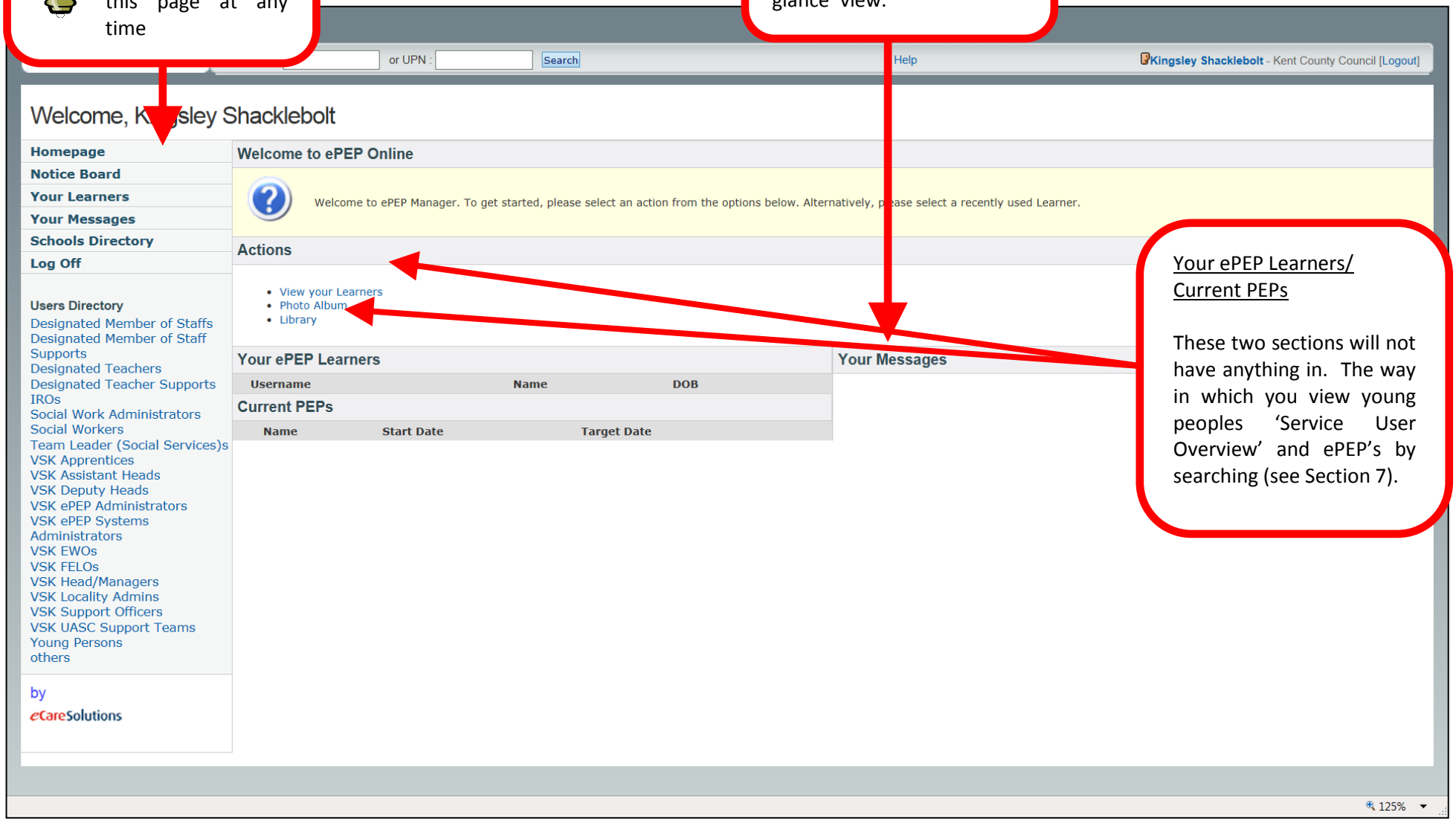
b) *For Social Service Managers and Team Leaders*

Top Tip:

Click 'Homepage' to bring you back to this page at any time

Your Messages

This is a list of all recent messages for a quick 'at a glance' view.



Your ePEP Learners/ Current PEPs

These two sections will not have anything in. The way in which you view young peoples 'Service User Overview' and ePEP's by searching (see Section 7).

c) *For Social Work Assistants*

Top Tip:

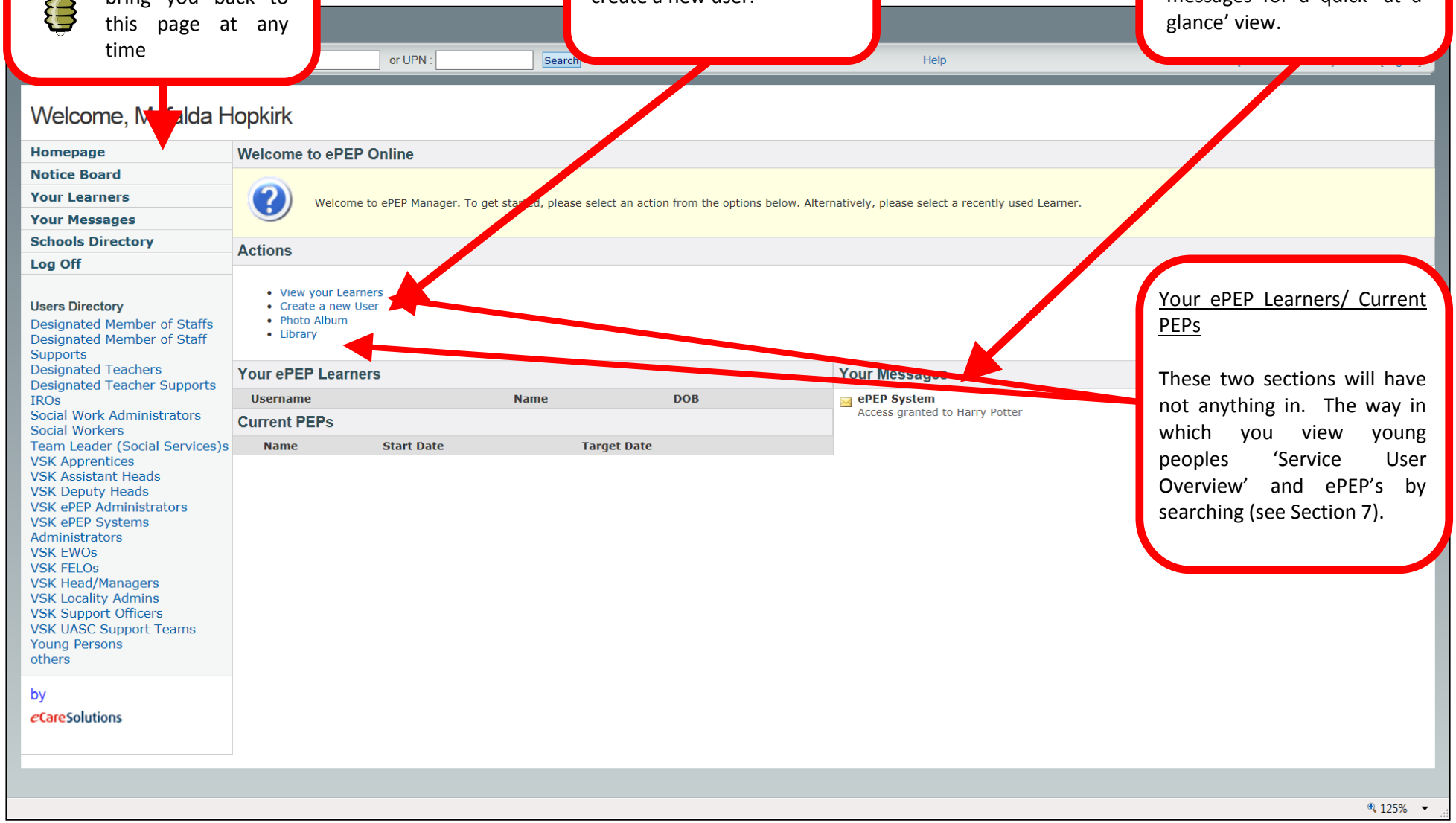
Click 'Homepage' to bring you back to this page at any time

Create a new User

This is where you can click to create a new user.

Your Messages

This is a list of all recent messages for a quick 'at a glance' view.



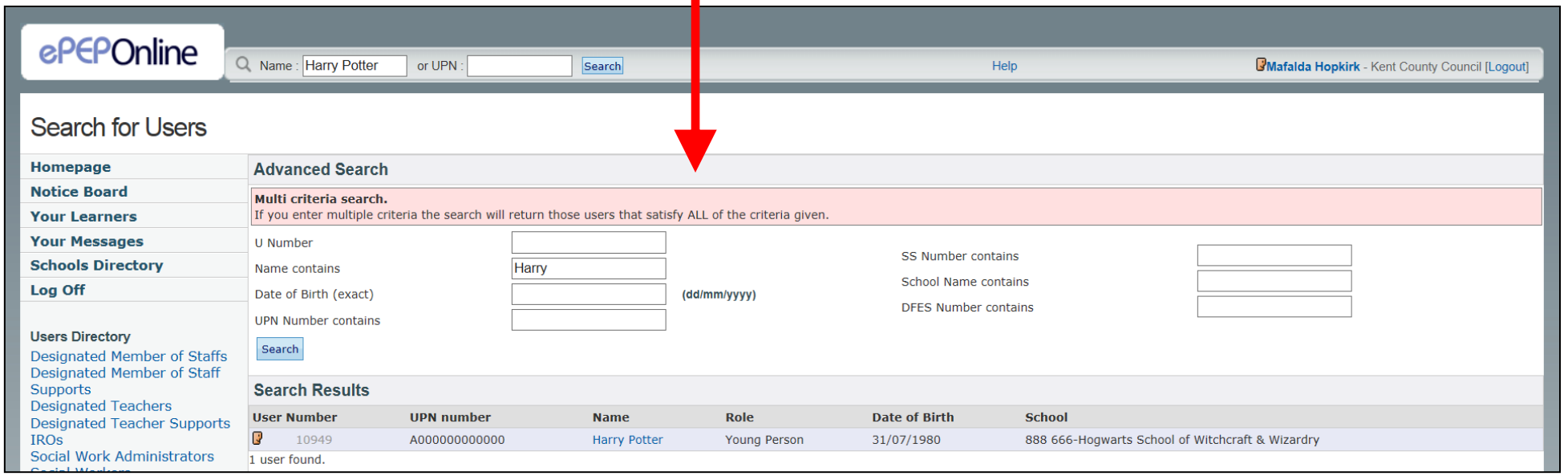
Your ePEP Learners/ Current PEPs

These two sections will have not anything in. The way in which you view young peoples 'Service User Overview' and ePEP's by searching (see Section 7).

6) Searching for a User

At the top of every page you will see a search bar as shown below, you can search for Young People and Professionals, you can search by name and (for young people) by UPN number. Fill in the details and click “Search” this is in blue next to the search fields.

Once you click search you get taken to the search page, here it will list all people with the name searched. You can refine your search by filling in one of the additional fields and clicking “Search” this is in blue below the search fields.

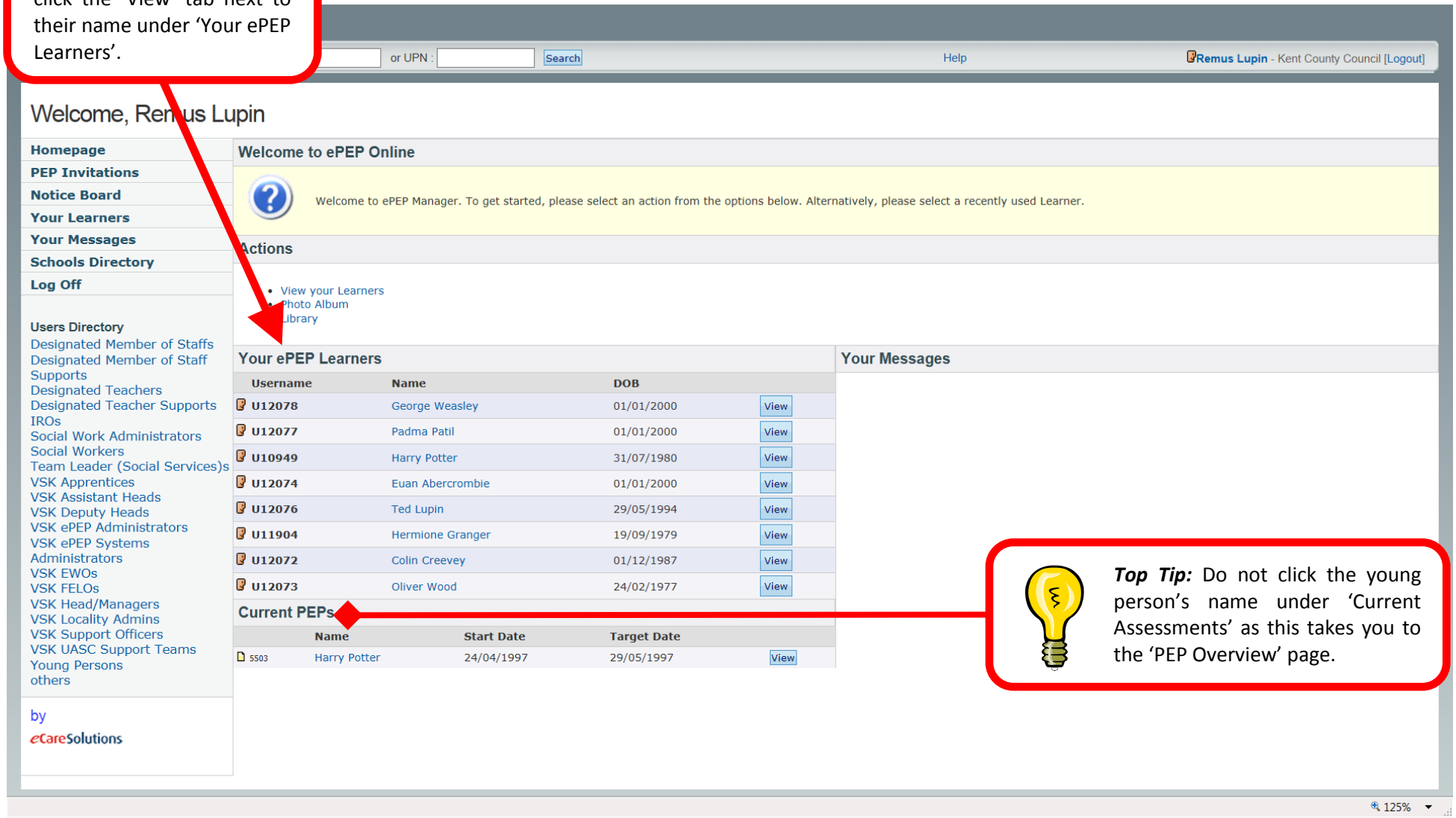


If you click the Young Person’s name in blue it takes you through to the ‘Service User Overview’, from this page you can navigate to the ‘PEP Overview’ page.

7) How to get to the Service User Overview

a) From the Homepage (Please note Social Work Managers, Team Leaders and Administrators would use the search function as explained in section 7)

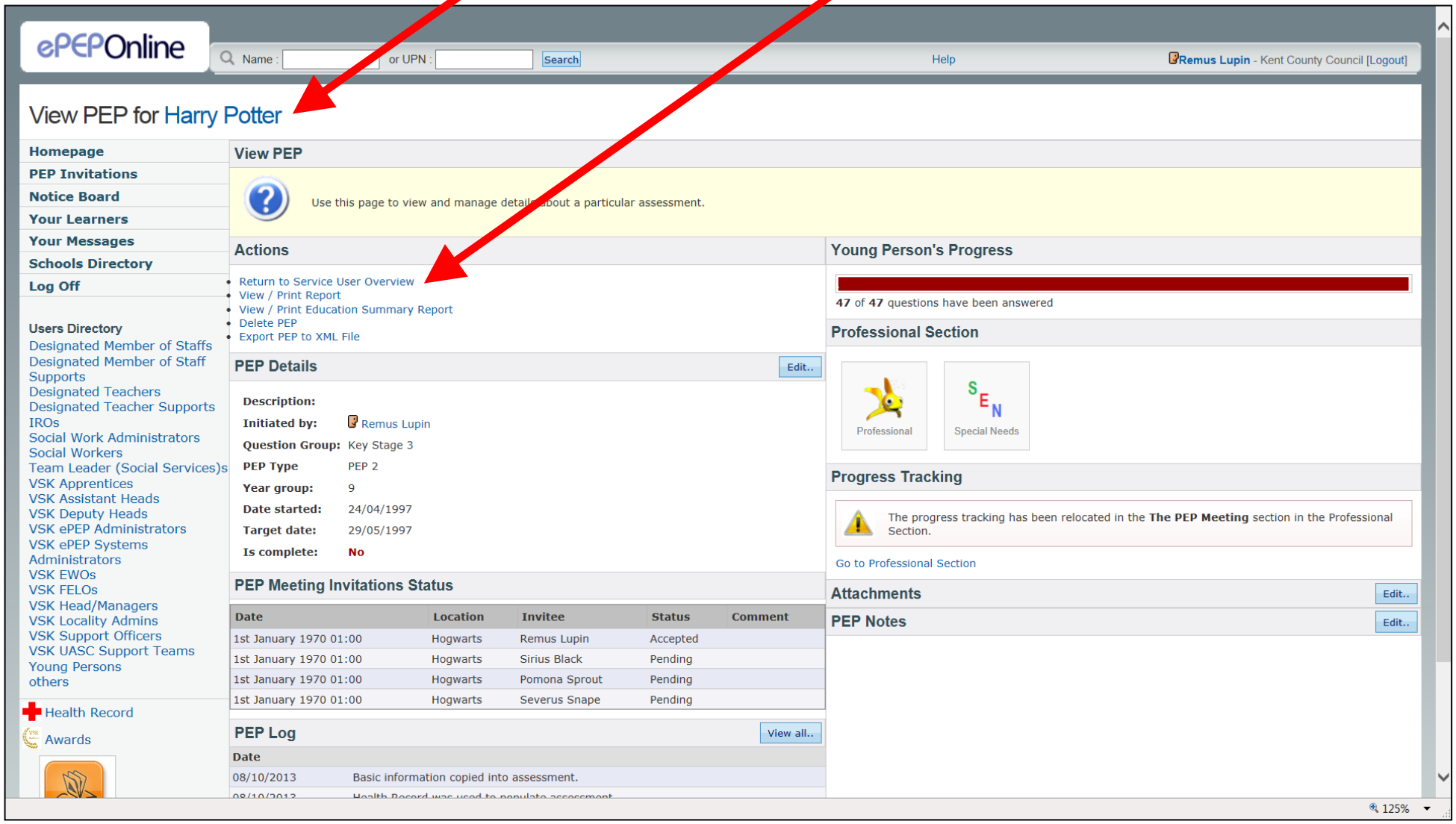
Please click on the name of the young person in blue or click the 'View' tab next to their name under 'Your ePEP Learners'.



Top Tip: Do not click the young person's name under 'Current Assessments' as this takes you to the 'PEP Overview' page.

b) *From the PEP Overview*

To get to the 'User Overview' from 'PEP Overview' please click the young person's name in blue next to 'View PEP' or click 'Return to Service User Overview' in 'Actions'.



8) Service User Overview

Actions

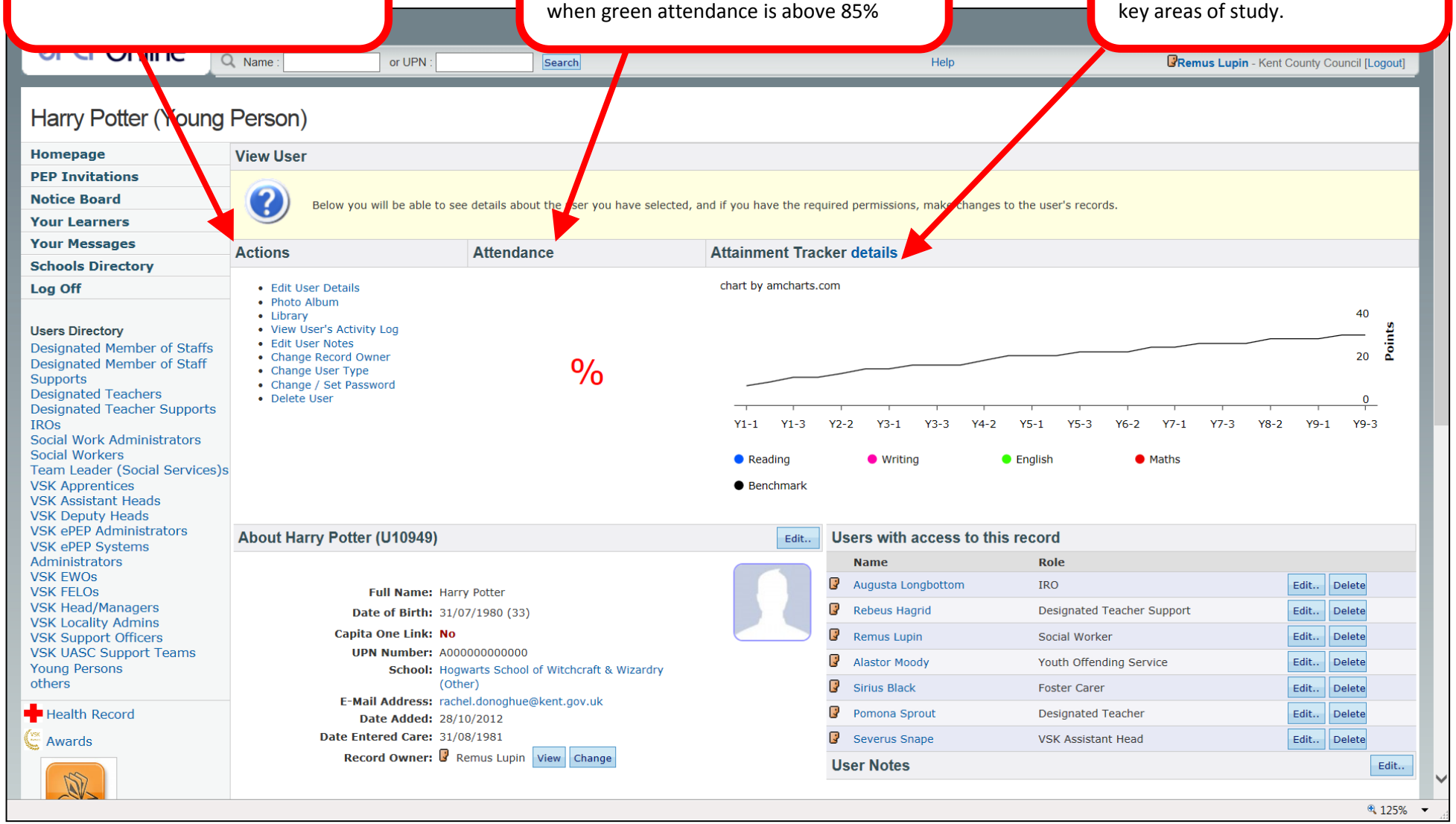
This is where you can add to a young person's Albums or Library

Attendance

This shows a young person's attendance, when red attendance is below 85% and when green attendance is above 85%

Attainment Tracker

This shows a young person's historical levels and progress in key areas of study.



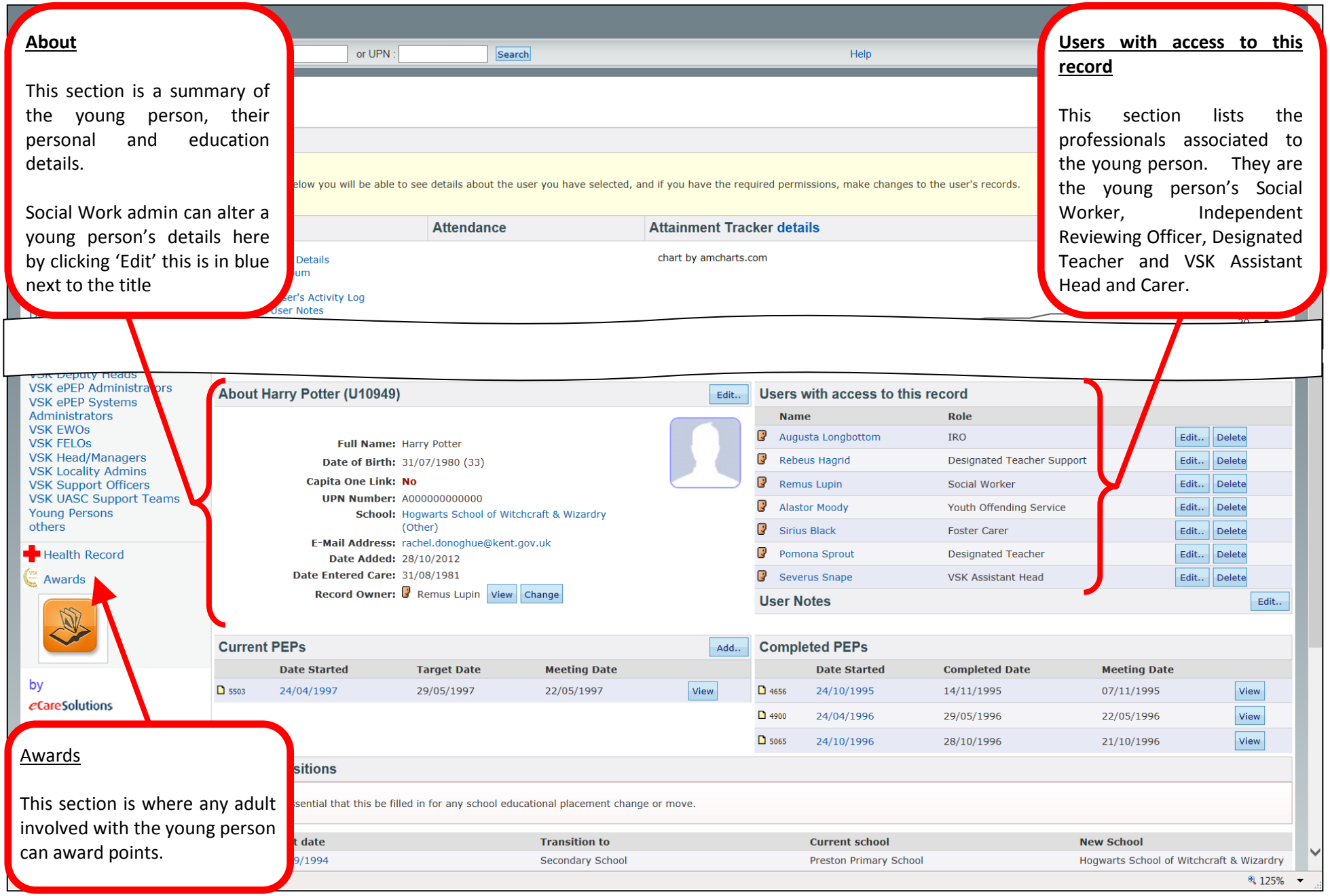
About

This section is a summary of the young person, their personal and education details.

Social Work admin can alter a young person's details here by clicking 'Edit' this is in blue next to the title

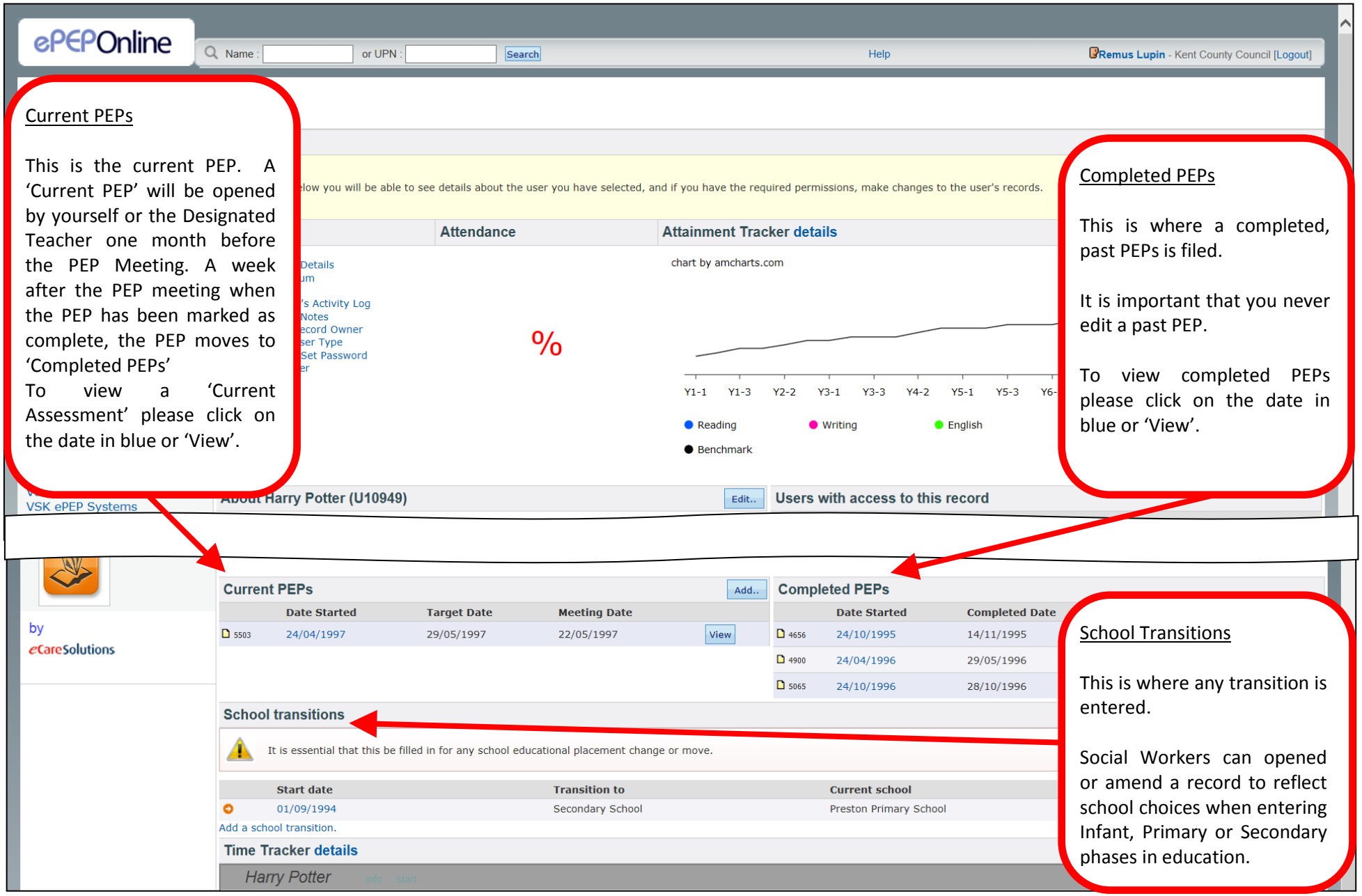
Users with access to this record

This section lists the professionals associated to the young person. They are the young person's Social Worker, Independent Reviewing Officer, Designated Teacher and VSK Assistant Head and Carer.



Awards

This section is where any adult involved with the young person can award points.



Current PEPs

This is the current PEP. A 'Current PEP' will be opened by yourself or the Designated Teacher one month before the PEP Meeting. A week after the PEP meeting when the PEP has been marked as complete, the PEP moves to 'Completed PEPs'

To view a 'Current Assessment' please click on the date in blue or 'View'.

Completed PEPs

This is where a completed, past PEPs is filed.

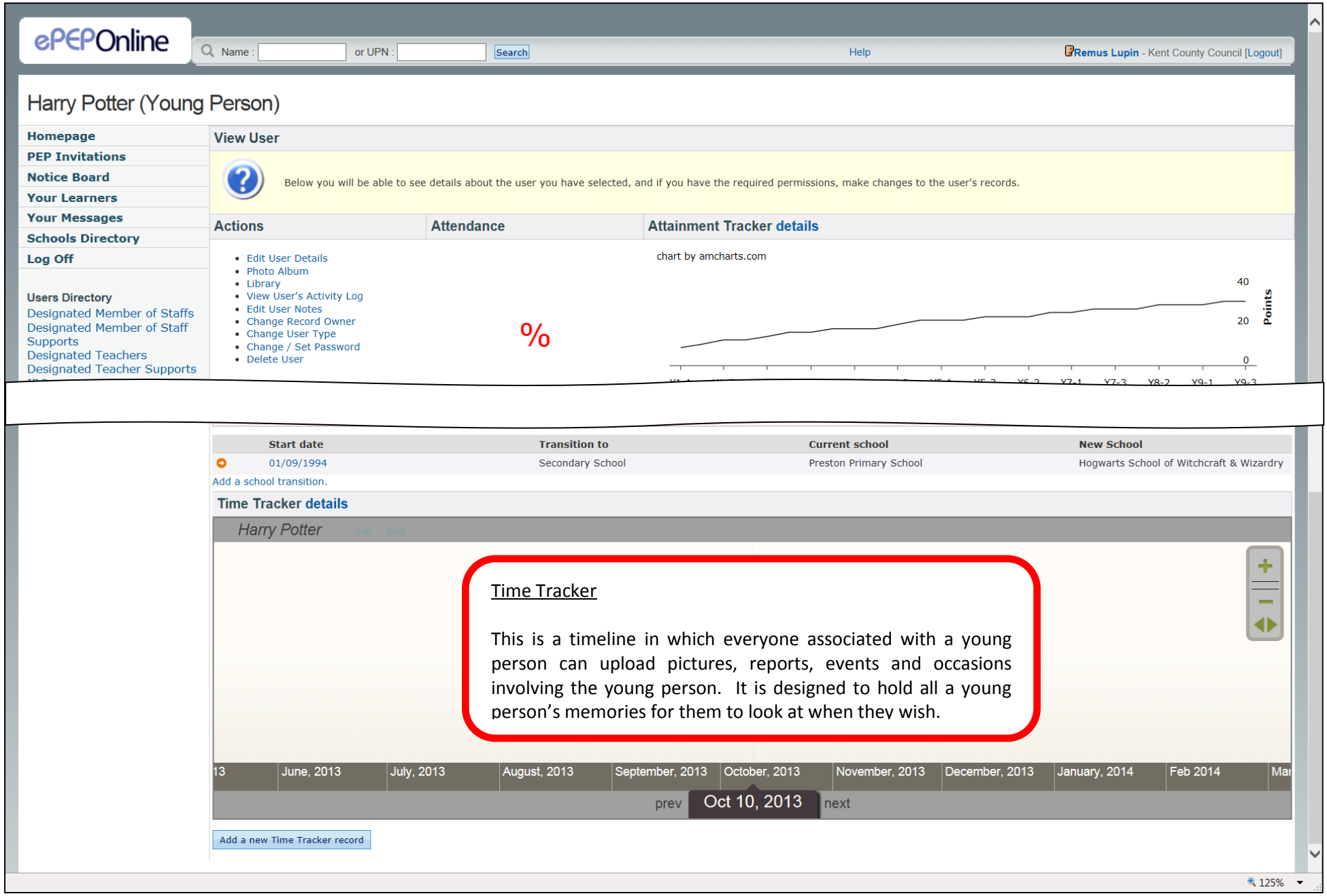
It is important that you never edit a past PEP.

To view completed PEPs please click on the date in blue or 'View'.

School Transitions

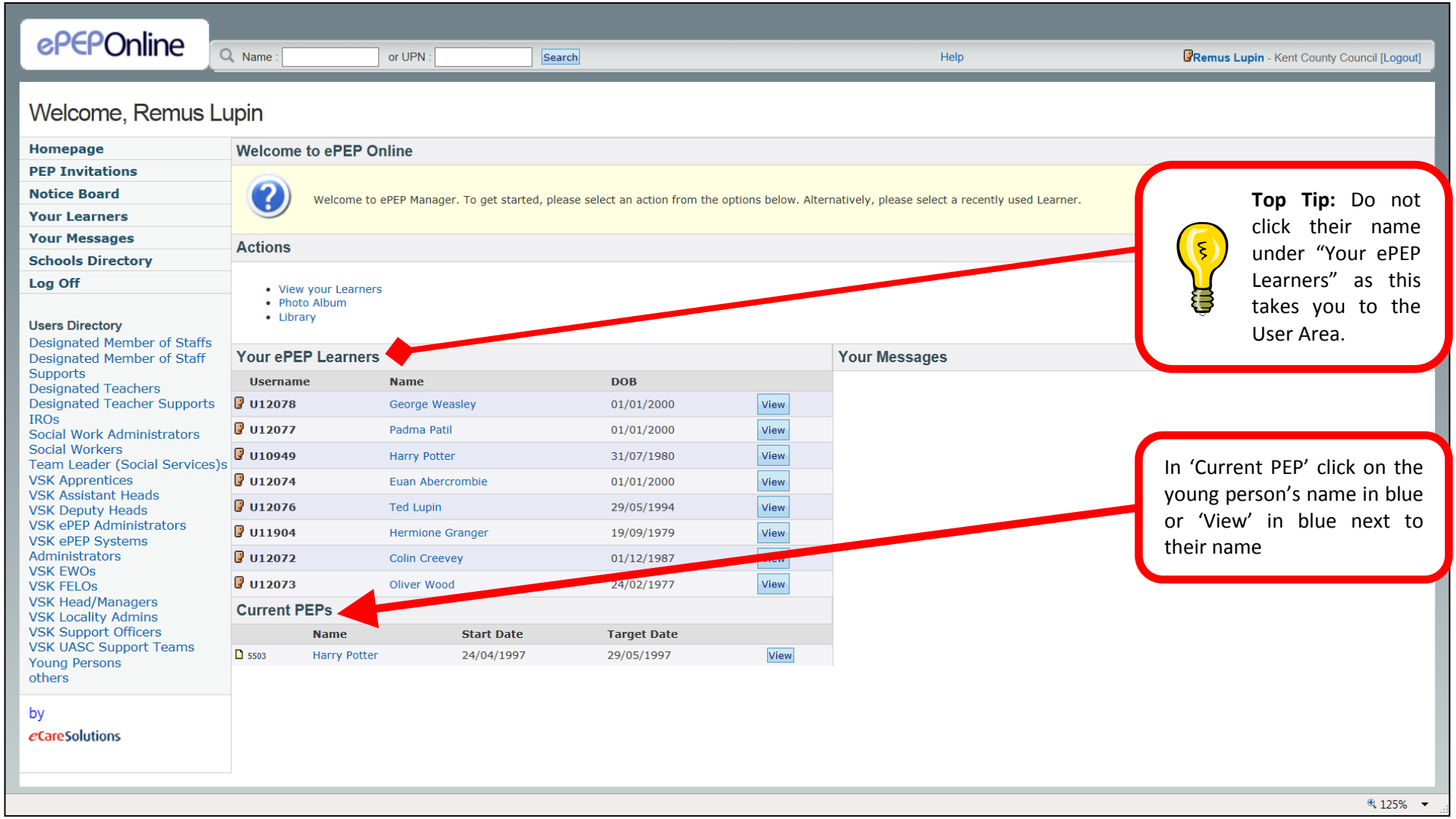
This is where any transition is entered.

Social Workers can opened or amend a record to reflect school choices when entering Infant, Primary or Secondary phases in education.

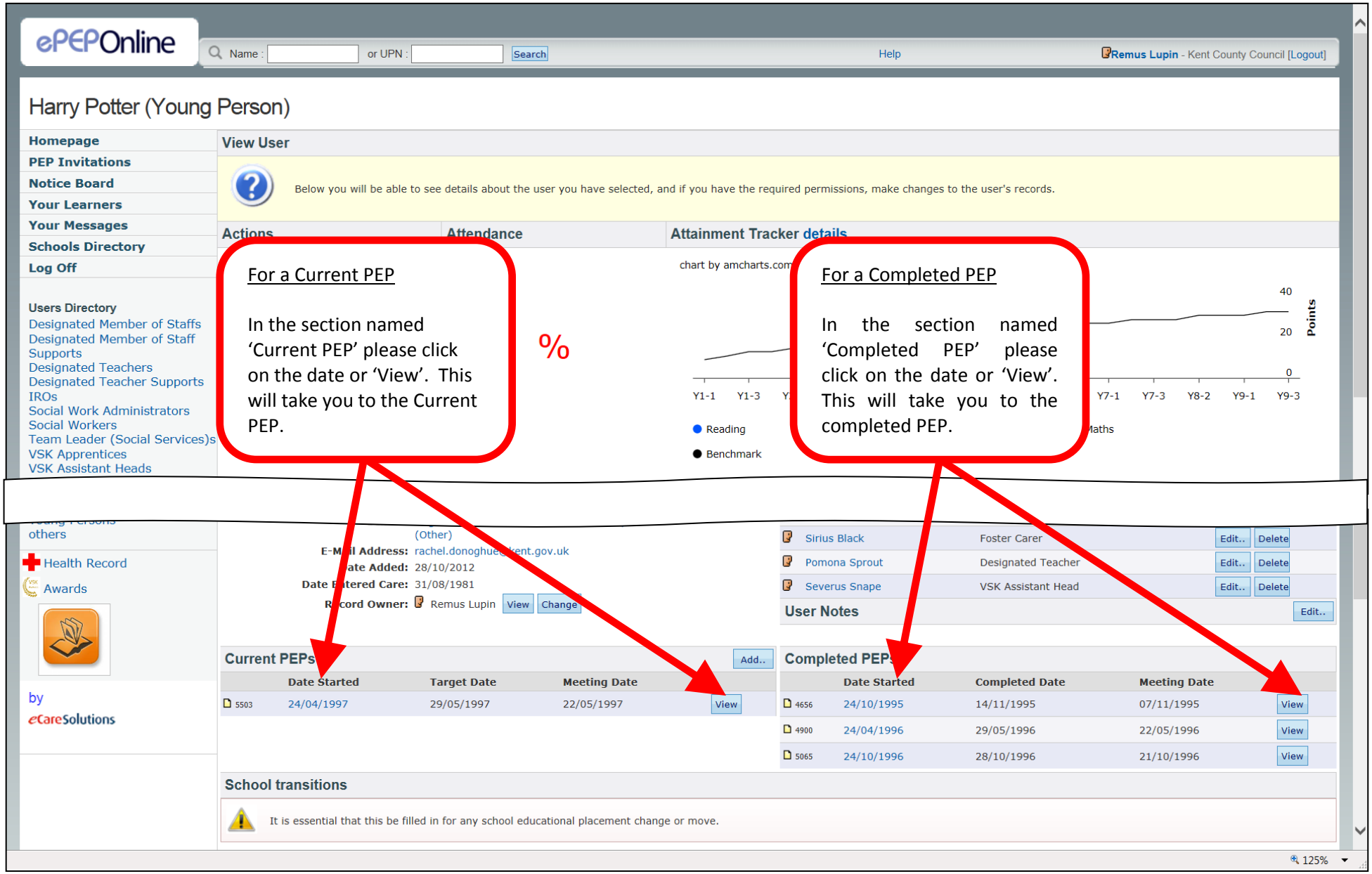

ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Harry Potter (Young Person)
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
View User
Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.
Actions
Attendance
Attainment Tracker details
Edit User Details
Photo Album
Library
View User's Activity Log
Edit User Notes
Change Record Owner
Change User Type
Change / Set Password
Delete User
%
chart by amcharts.com
40
20
0
Points
Start date
Transition to
Current school
New School
01/09/1994
Secondary School
Preston Primary School
Hogwarts School of Witchcraft & Wizardry
Add a school transition.
Time Tracker details
Harry Potter
info
start
Time Tracker
This is a timeline in which everyone associated with a young person can upload pictures, reports, events and occasions involving the young person. It is designed to hold all a young person's memories for them to look at when they wish.
June, 2013
July, 2013
August, 2013
September, 2013
October, 2013
November, 2013
December, 2013
January, 2014
Feb 2014
prev
Oct 10, 2013
next
Add a new Time Tracker record
125%

9) How to get to the PEP Overview

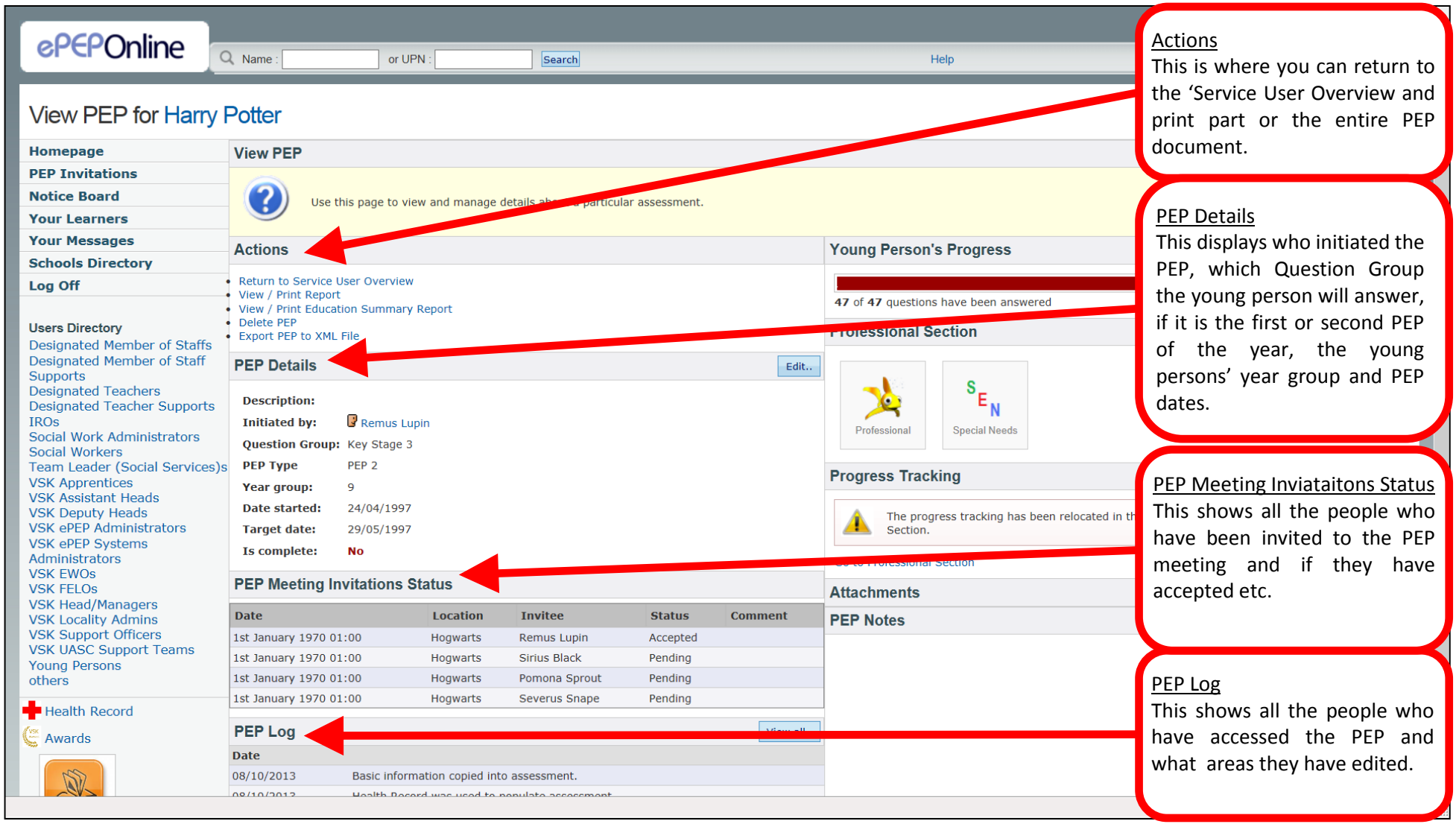
a) From the Homepage (Please note Social Work Managers, Team Leaders and Administrators would use the search function as explained in section 7)



b) From the Service User Overview



10) PEP Overview

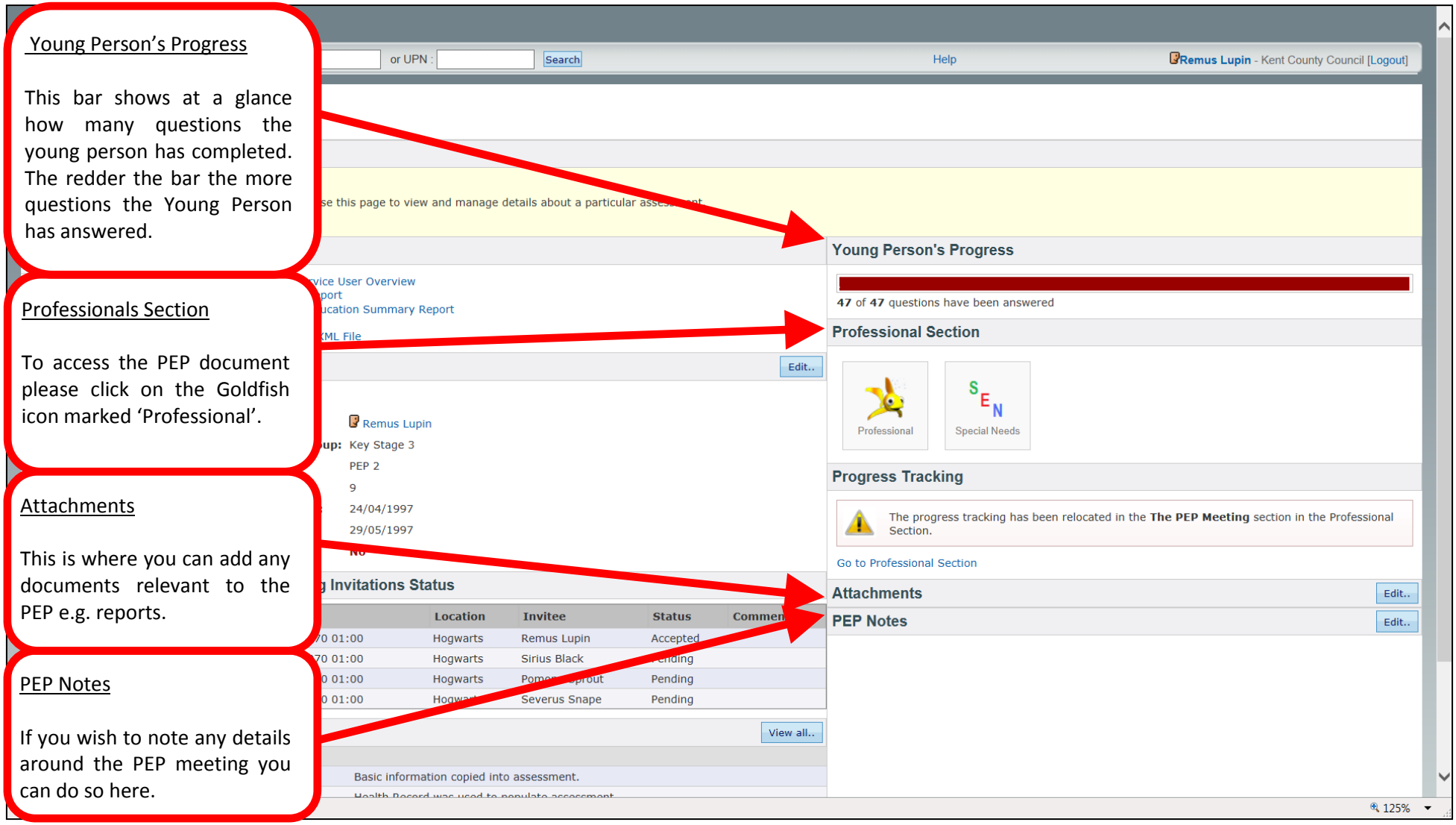


Actions
This is where you can return to the 'Service User Overview and print part or the entire PEP document.

PEP Details
This displays who initiated the PEP, which Question Group the young person will answer, if it is the first or second PEP of the year, the young persons' year group and PEP dates.

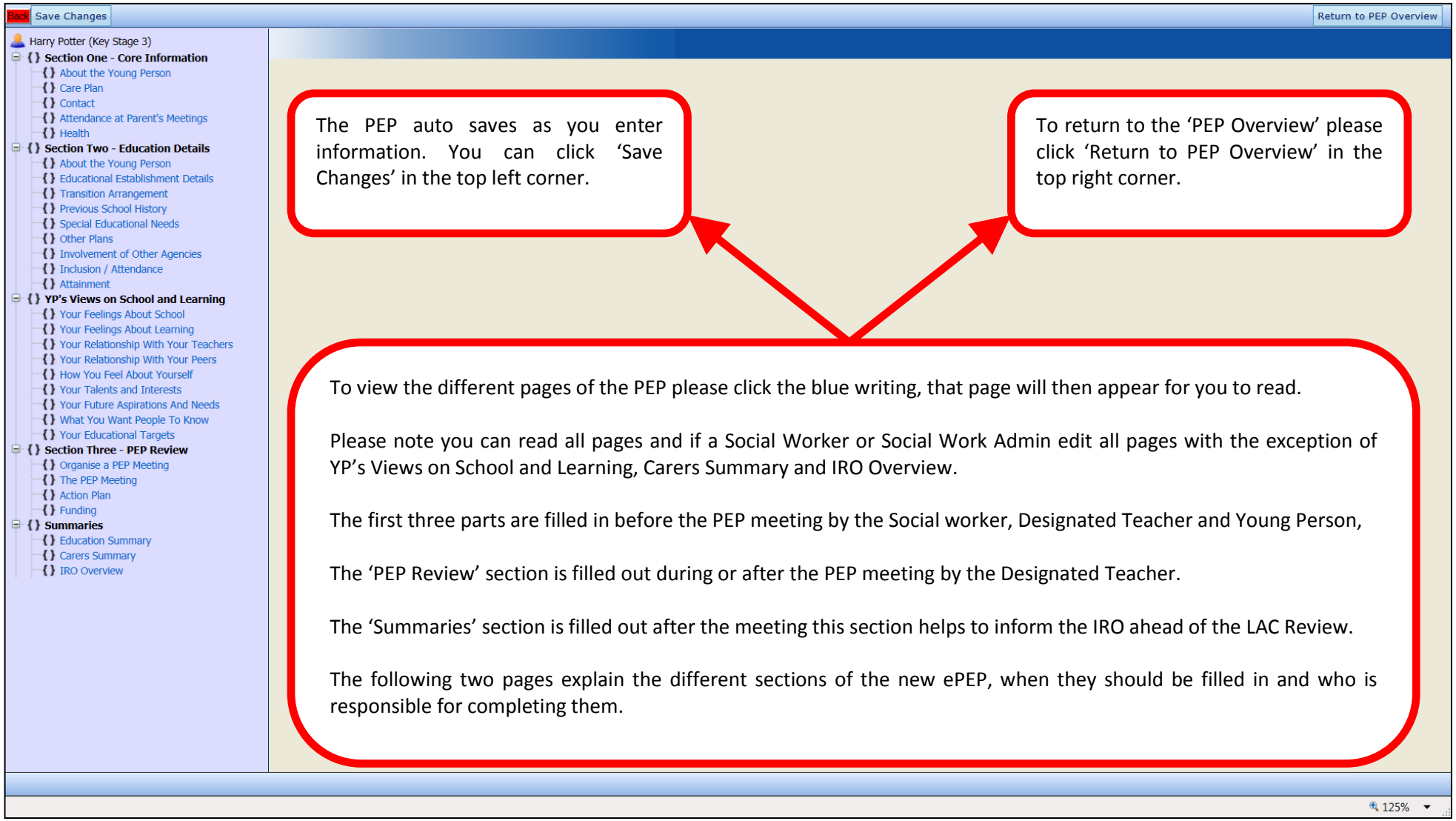
PEP Meeting Inviataitons Status
This shows all the people who have been invited to the PEP meeting and if they have accepted etc.

PEP Log
This shows all the people who have accessed the PEP and what areas they have edited.

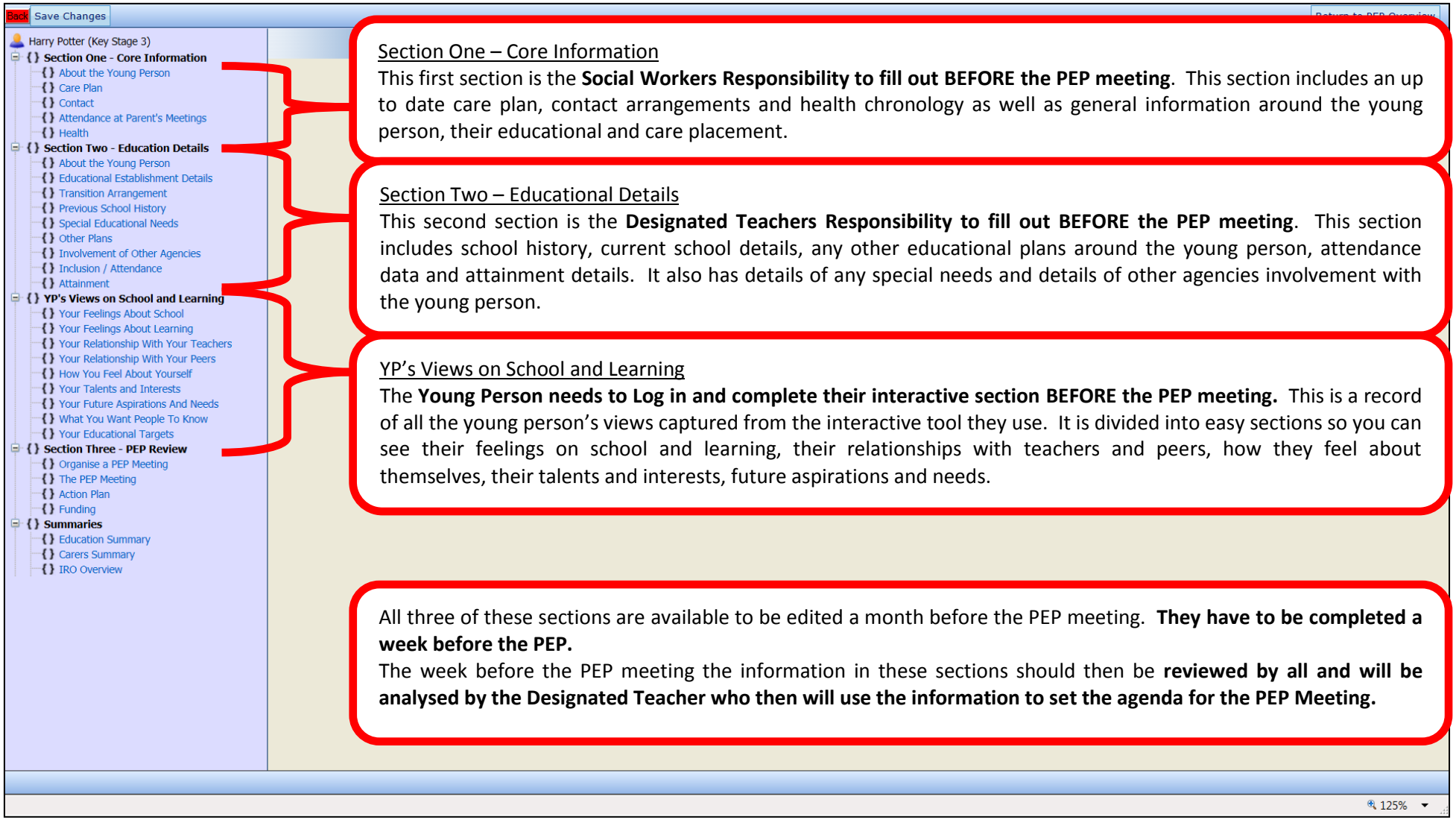

Young Person's Progress
This bar shows at a glance how many questions the young person has completed. The redder the bar the more questions the Young Person has answered.
Professionals Section
To access the PEP document please click on the Goldfish icon marked 'Professional'.
Attachments
This is where you can add any documents relevant to the PEP e.g. reports.
PEP Notes
If you wish to note any details around the PEP meeting you can do so here.
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Young Person's Progress
47 of 47 questions have been answered
Professional Section
Professional
Special Needs
Progress Tracking
The progress tracking has been relocated in the The PEP Meeting section in the Professional Section.
Go to Professional Section
Attachments
Edit..
PEP Notes
Edit..
Remus Lupin
Key Stage 3
PEP 2
24/04/1997
29/05/1997
Invitations Status
Location
Invitee
Status
Hogwarts
Remus Lupin
Accepted
Hogwarts
Sirius Black
Hogwarts
Severus Snape
Pending
View all..
Basic information copied into assessment.
125%

11) The PEP

a) General Information


Back
Save Changes
Return to PEP Overview
Harry Potter (Key Stage 3)
Section One - Core Information
About the Young Person
Care Plan
Contact
Attendance at Parent's Meetings
Health
Section Two - Education Details
About the Young Person
Educational Establishment Details
Transition Arrangement
Previous School History
Special Educational Needs
Other Plans
Involvement of Other Agencies
Inclusion / Attendance
Attainment
YP's Views on School and Learning
Your Feelings About School
Your Feelings About Learning
Your Relationship With Your Teachers
Your Relationship With Your Peers
How You Feel About Yourself
Your Talents and Interests
Your Future Aspirations And Needs
What You Want People To Know
Your Educational Targets
Section Three - PEP Review
Organise a PEP Meeting
The PEP Meeting
Action Plan
Funding
Summaries
Education Summary
Carers Summary
IRO Overview
The PEP auto saves as you enter information. You can click 'Save Changes' in the top left corner.
To return to the 'PEP Overview' please click 'Return to PEP Overview' in the top right corner.
To view the different pages of the PEP please click the blue writing, that page will then appear for you to read.
Please note you can read all pages and if a Social Worker or Social Work Admin edit all pages with the exception of YP's Views on School and Learning, Carers Summary and IRO Overview.
The first three parts are filled in before the PEP meeting by the Social worker, Designated Teacher and Young Person,
The 'PEP Review' section is filled out during or after the PEP meeting by the Designated Teacher.
The 'Summaries' section is filled out after the meeting this section helps to inform the IRO ahead of the LAC Review.
The following two pages explain the different sections of the new ePEP, when they should be filled in and who is responsible for completing them.
125%

b) Responsibility for sections completed before the PEP Meeting



Section One – Core Information

This first section is the **Social Workers Responsibility to fill out BEFORE the PEP meeting**. This section includes an up to date care plan, contact arrangements and health chronology as well as general information around the young person, their educational and care placement.

Section Two – Educational Details

This second section is the **Designated Teachers Responsibility to fill out BEFORE the PEP meeting**. This section includes school history, current school details, any other educational plans around the young person, attendance data and attainment details. It also has details of any special needs and details of other agencies involvement with the young person.

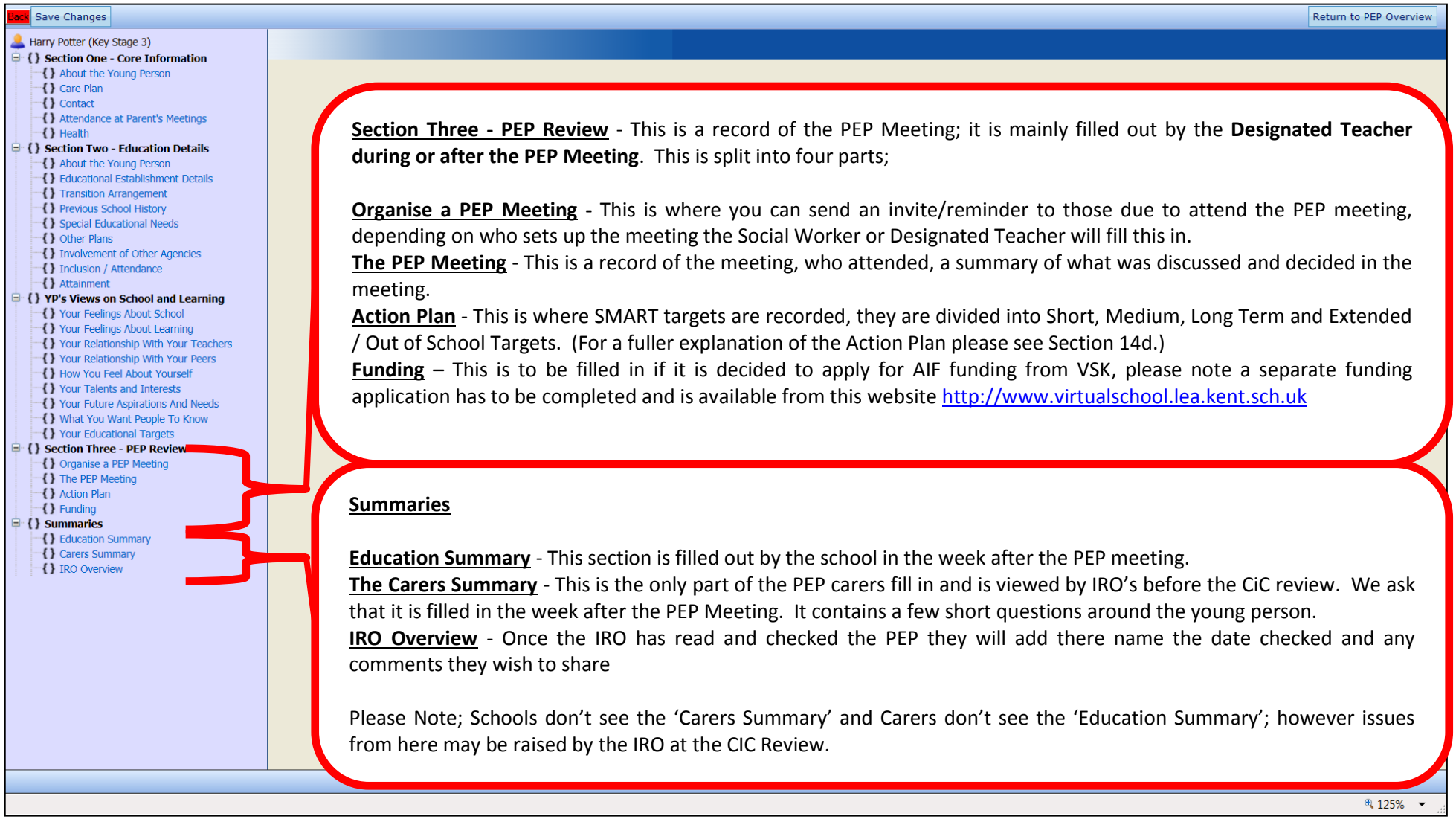
YP's Views on School and Learning

The **Young Person needs to Log in and complete their interactive section BEFORE the PEP meeting.** This is a record of all the young person's views captured from the interactive tool they use. It is divided into easy sections so you can see their feelings on school and learning, their relationships with teachers and peers, how they feel about themselves, their talents and interests, future aspirations and needs.

All three of these sections are available to be edited a month before the PEP meeting. **They have to be completed a week before the PEP.**

The week before the PEP meeting the information in these sections should then be **reviewed by all and will be analysed by the Designated Teacher who then will use the information to set the agenda for the PEP Meeting.**

c) Responsibility for sectons completed during and after the PEP Meeting



Section Three - PEP Review - This is a record of the PEP Meeting; it is mainly filled out by the **Designated Teacher during or after the PEP Meeting**. This is split into four parts;

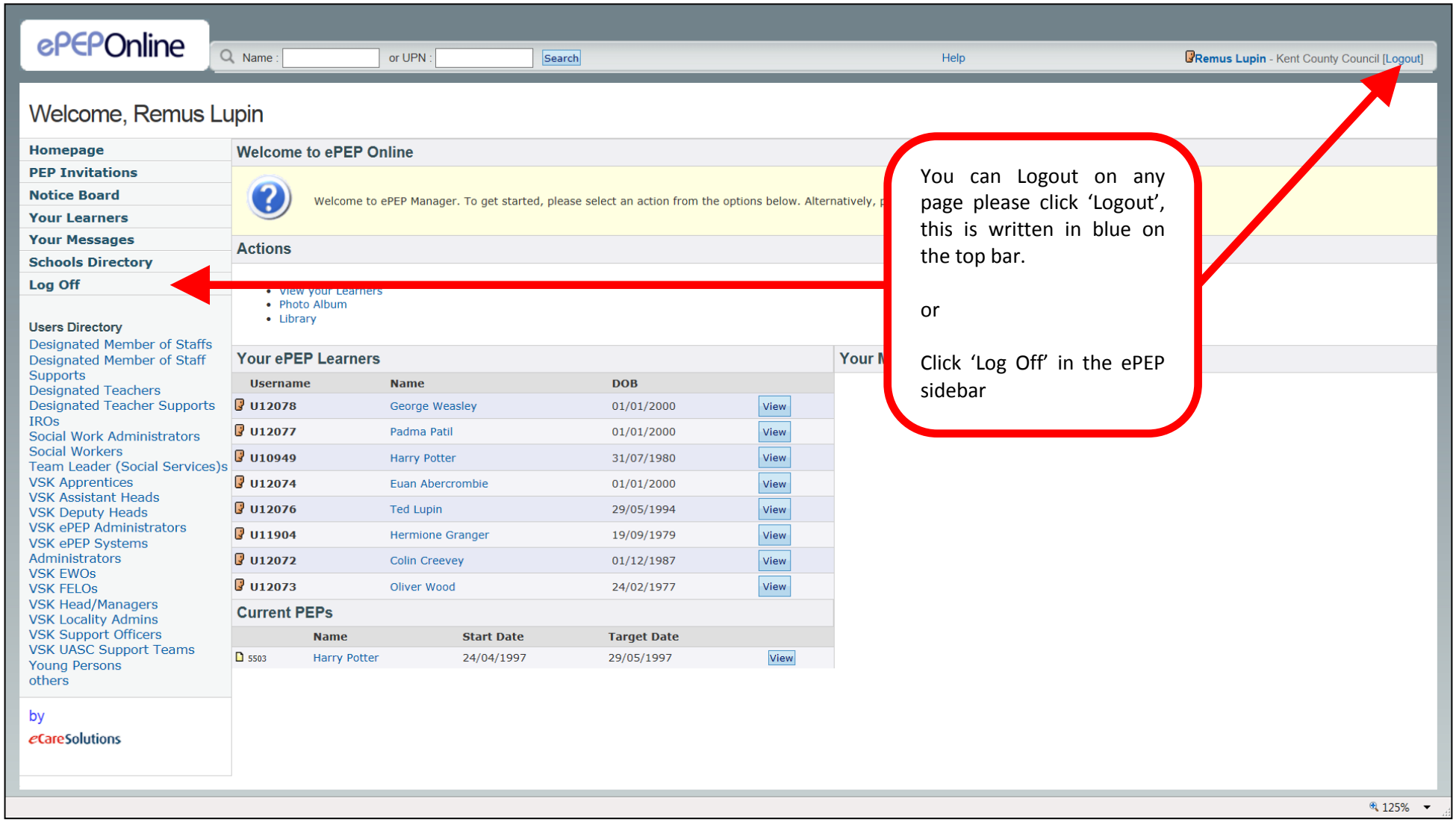
Organise a PEP Meeting - This is where you can send an invite/reminder to those due to attend the PEP meeting, depending on who sets up the meeting the Social Worker or Designated Teacher will fill this in.
The PEP Meeting - This is a record of the meeting, who attended, a summary of what was discussed and decided in the meeting.
Action Plan - This is where SMART targets are recorded, they are divided into Short, Medium, Long Term and Extended / Out of School Targets. (For a fuller explanation of the Action Plan please see Section 14d.)
Funding – This is to be filled in if it is decided to apply for AIF funding from VSK, please note a separate funding application has to be completed and is available from this website http://www.virtualschool.lea.kent.sch.uk

Summaries

Education Summary - This section is filled out by the school in the week after the PEP meeting.
The Carers Summary - This is the only part of the PEP carers fill in and is viewed by IRO's before the CiC review. We ask that it is filled in the week after the PEP Meeting. It contains a few short questions around the young person.
IRO Overview - Once the IRO has read and checked the PEP they will add there name the date checked and any comments they wish to share

Please Note; Schools don't see the 'Carers Summary' and Carers don't see the 'Education Summary'; however issues from here may be raised by the IRO at the CIC Review.

12) Logging Off



13) The Young Persons View

a) Homepage

Young people login to and fill out their own section. (They can do this with the help of an appropriate adult, for instance a carer or member of school staff if they need support to fill this out.) Young people are given their login details (User Name and Password) by their designated teacher. This Part of the user manual explains what the young person will see and fill out.

To login in they go to the same Login Page as everyone. Once logged on they see the screen below rather than a Homepage you see.

The young person clicks on one of the two icons on the left; this takes them into the interactive section. Here they answer the questions that appear in 'YP's Views on School and Learning' in the professional's view of the PEP.

The first icon is for Key Stage 1-2 (Years 1 to 6)

The second icon is for Key Stage 3-4 (Years 7-11)

Young people can click on whichever icon they choose, it does not affect questions asked.

This Goldfish icon will take the Young Person to their latest 'Action Plan'.

They can see all their latest targets here as well as all previous targets they have met.

They click the 'Logoff' icon when they have finished the ePEP session.

ePEP auto saves all answers they have entered.

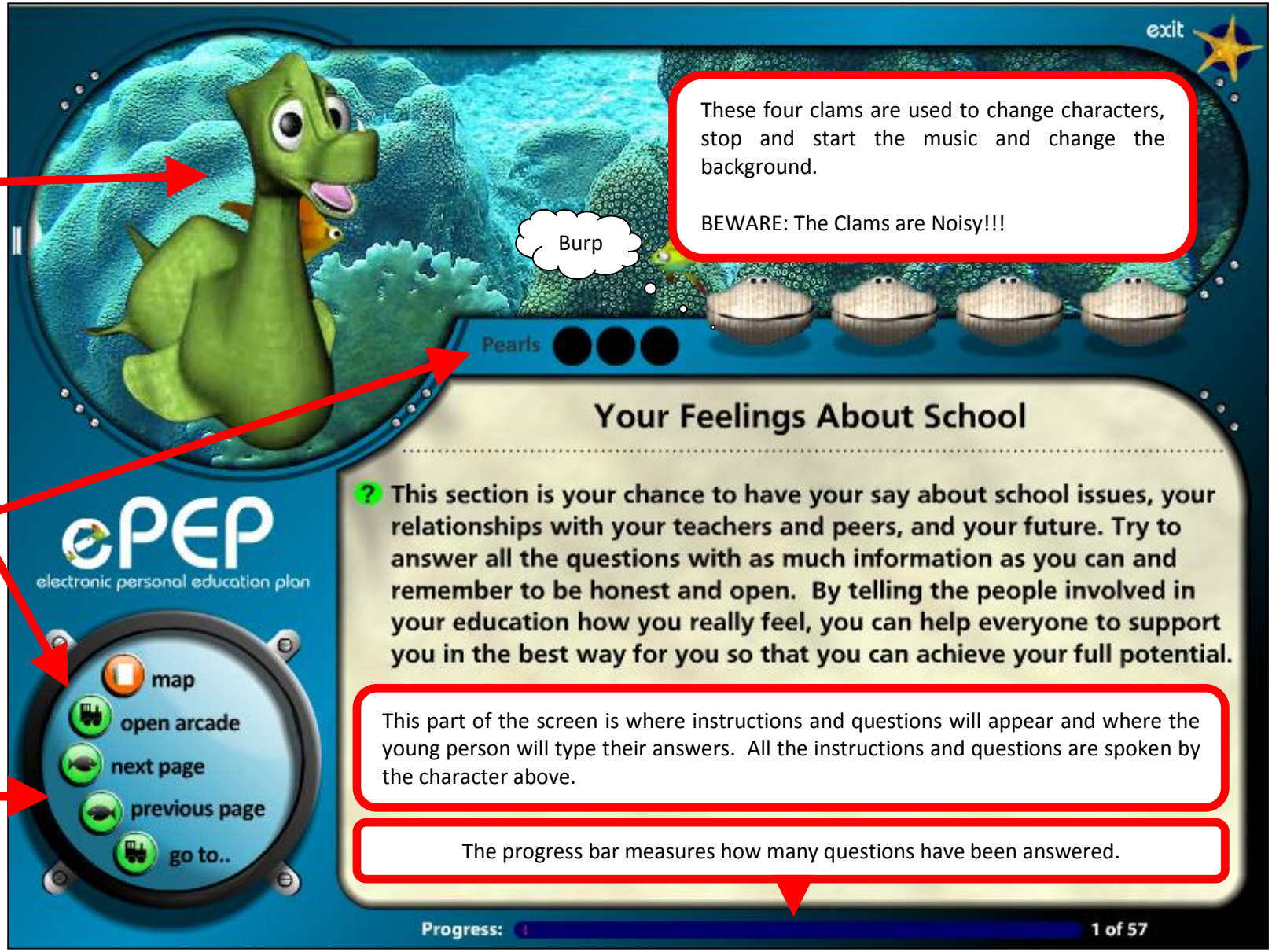
b) *Interactive Section: Key Stage 1&2*

This is the first view in the Key Stage 1-2 interactive section

The avatar will ask the young person questions as they click through.

As they answer questions the young person collects 'pearls'. When they have collected all three they can play an arcade game.

The Menu Bar on the bottom left hand side helps to navigate the system.


exit
Burp
Pearls
Your Feelings About School
ePEP
electronic personal education plan
map
open arcade
next page
previous page
go to..
This section is your chance to have your say about school issues, your relationships with your teachers and peers, and your future. Try to answer all the questions with as much information as you can and remember to be honest and open. By telling the people involved in your education how you really feel, you can help everyone to support you in the best way for you so that you can achieve your full potential.
Progress:
1 of 57

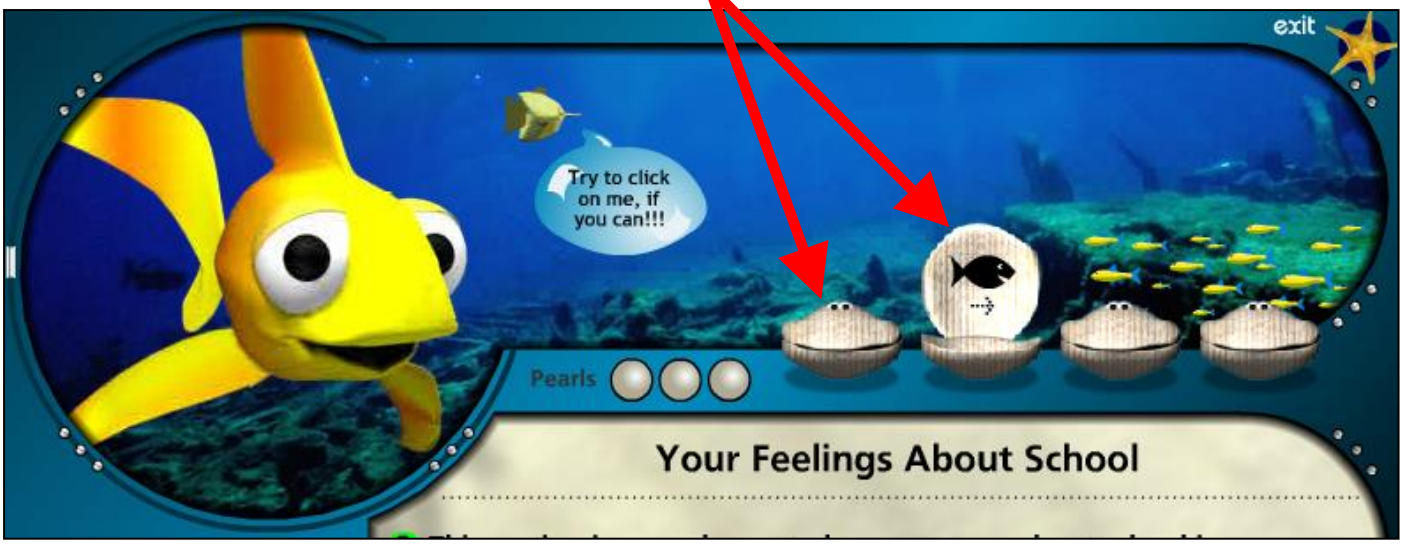
These four clams are used to change characters, stop and start the music and change the background.

BEWARE: The Clams are Noisy!!!

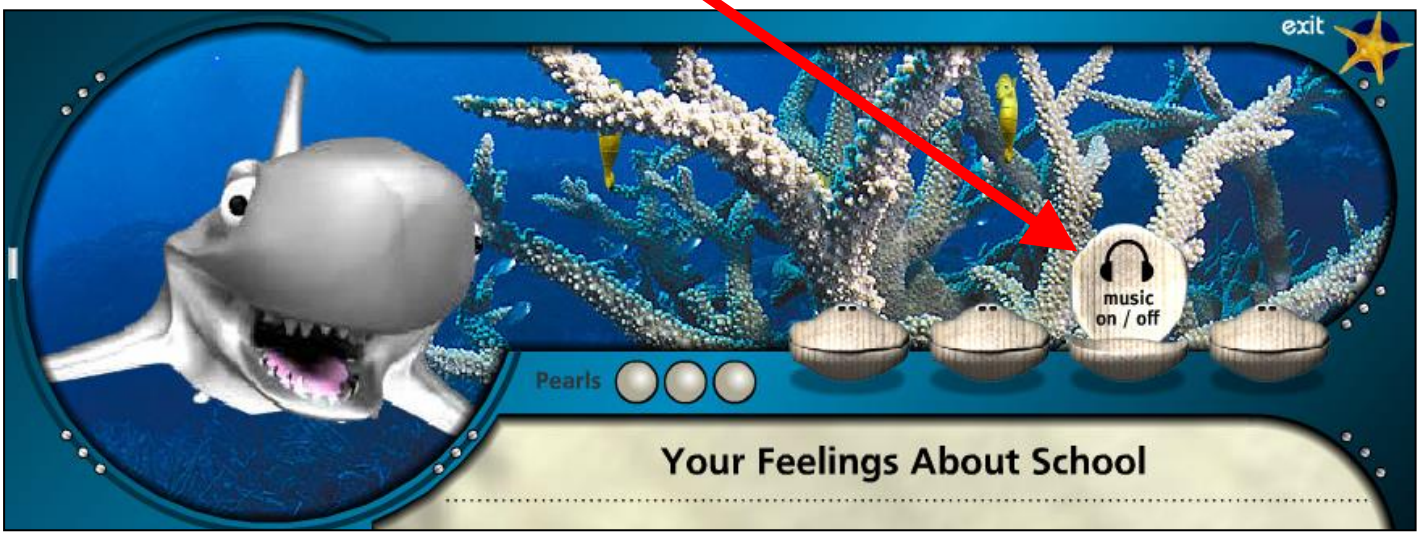
This part of the screen is where instructions and questions will appear and where the young person will type their answers. All the instructions and questions are spoken by the character above.

The progress bar measures how many questions have been answered.

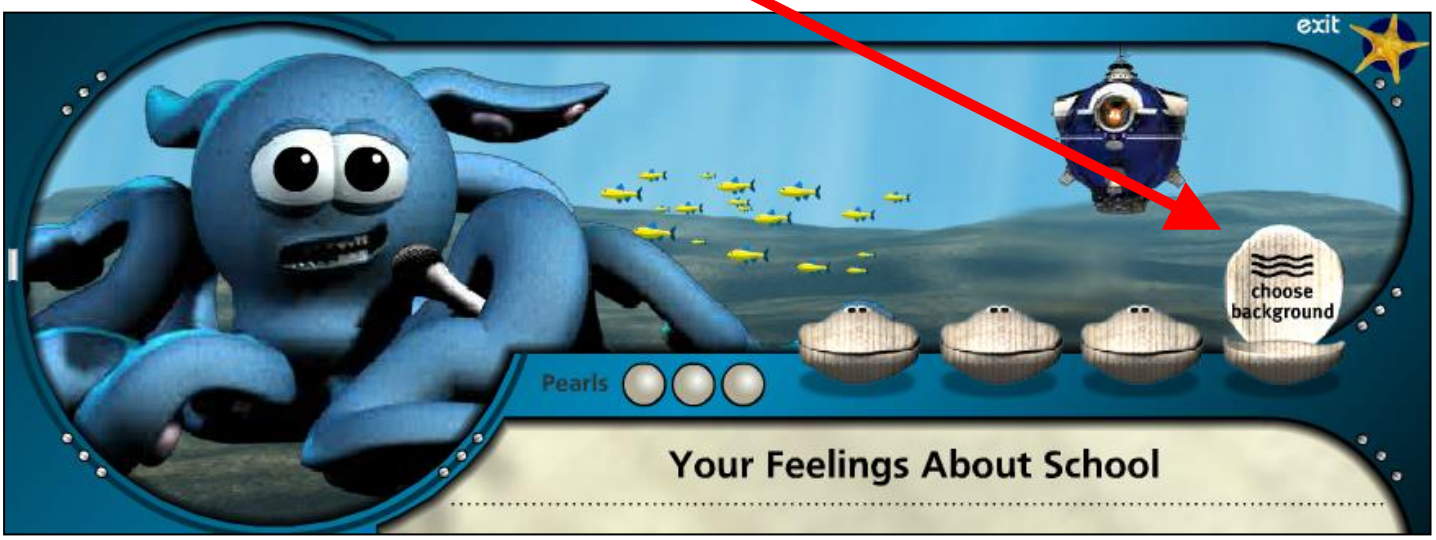
The first two clams navigate backwards and forwards through the different characters.



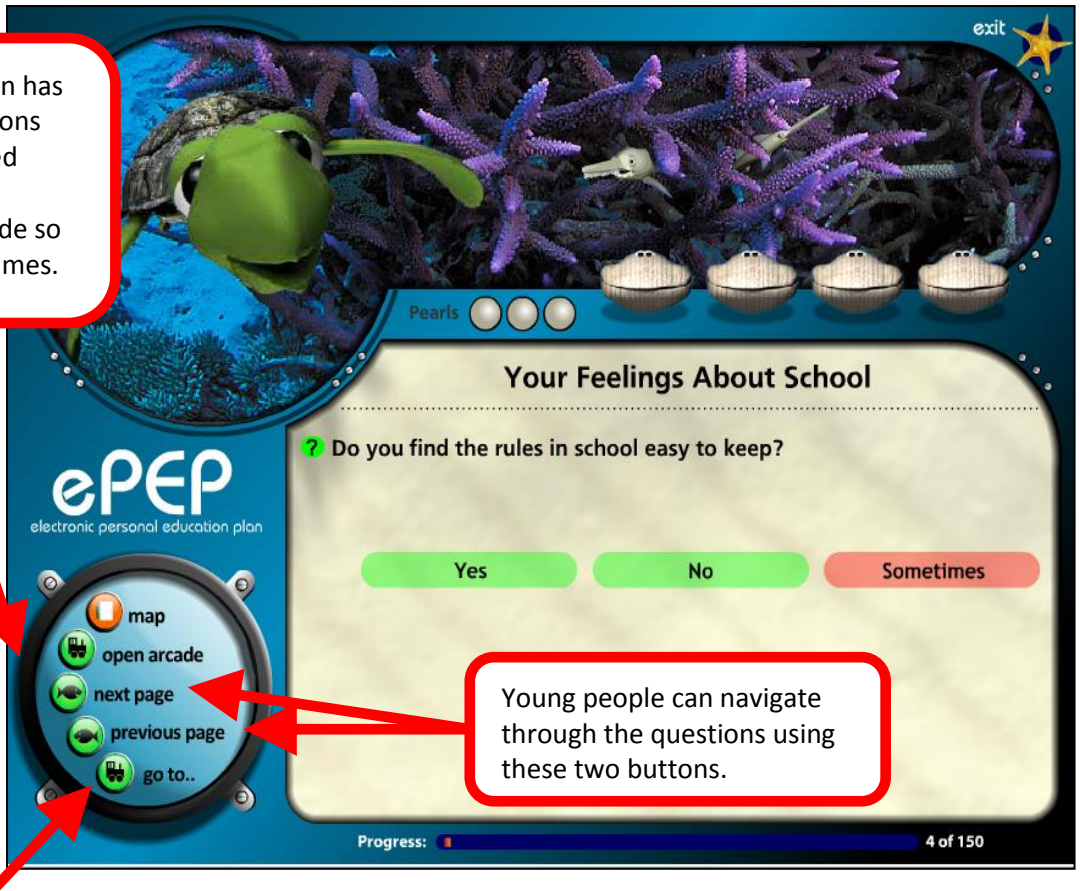
The third clam switches the music on and off.



The last clam changes the background.



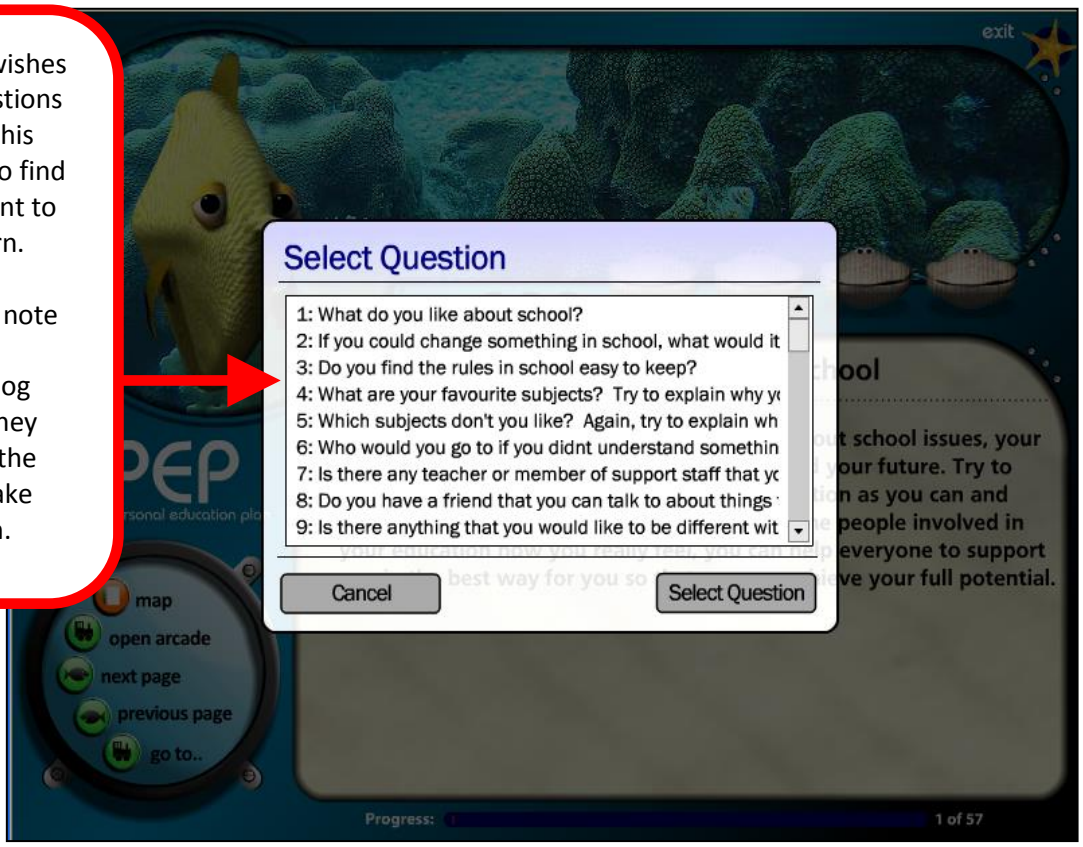
Once the young person has answered their questions they will have collected three pearls.
These unlock the arcade so they can play some games.



Young people can navigate through the questions using these two buttons.

If the young person wishes to leave the PEP questions and return to them, this button allows them to find the question they want to answer on their return.

They need to make a note of the last question number before they log out, then next time they login they can select the question and it will take them to this question.


exit
Select Question
1: What do you like about school?
2: If you could change something in school, what would it
3: Do you find the rules in school easy to keep?
4: What are your favourite subjects? Try to explain why yo
5: Which subjects don't you like? Again, try to explain wh
6: Who would you go to if you didnt understand somethin
7: Is there any teacher or member of support staff that yo
8: Do you have a friend that you can talk to about things
9: Is there anything that you would like to be different wit
Cancel
Select Question
map
open arcade
next page
previous page
go to..
Progress:
1 of 57

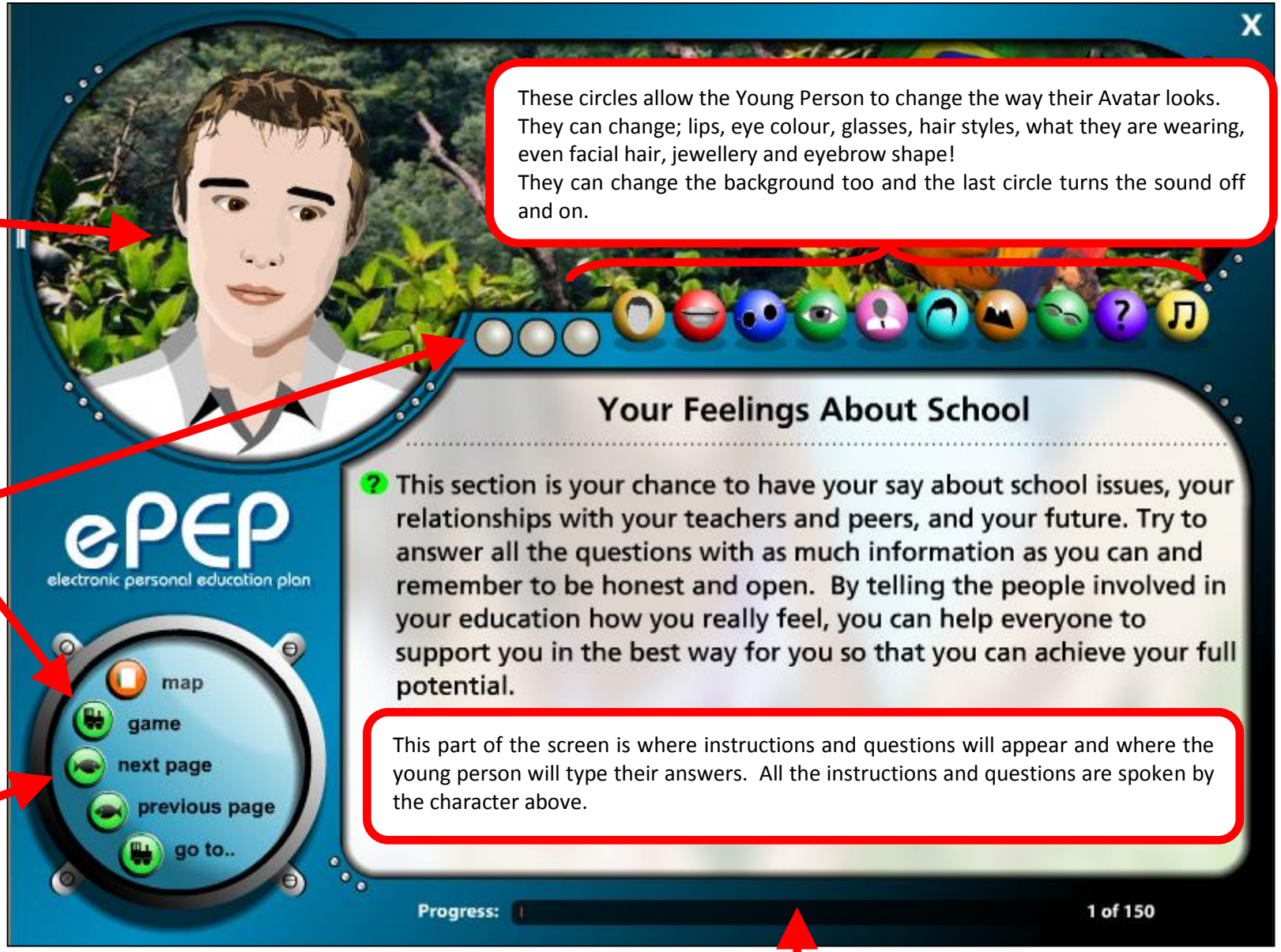
c) *Interactive Section: Key Stage 3&4*

This is the first view in the Key Stage 3-4 interactive section

The avatar will ask the Young Person questions as they click through.

As they answer questions the young person collects 'pearls'. When they have collected all three they can play an arcade game.

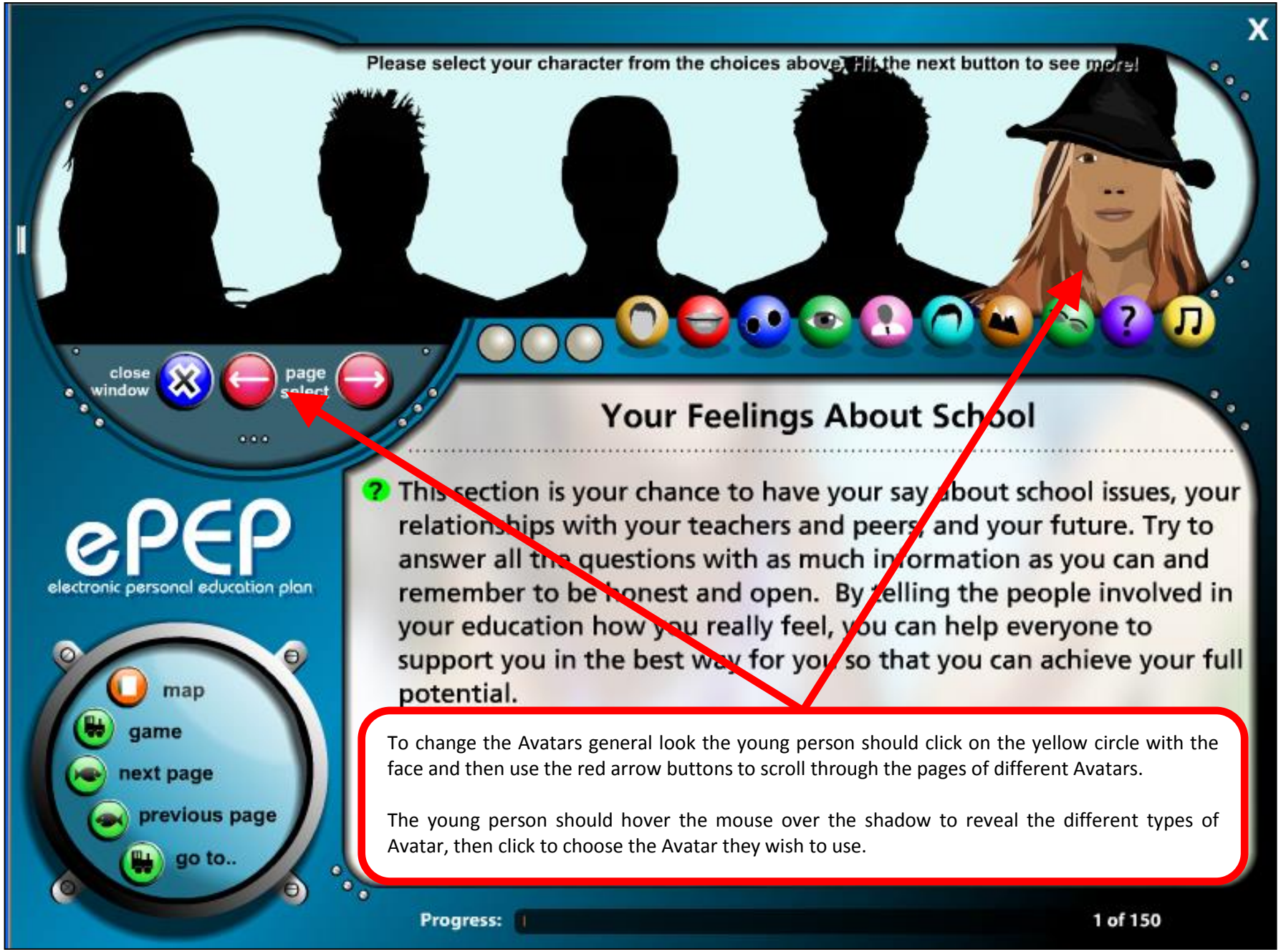
The Menu Bar on the bottom left hand side helps to navigate the system.


X
ePEP
electronic personal education plan
map
game
next page
previous page
go to..
Your Feelings About School
This section is your chance to have your say about school issues, your relationships with your teachers and peers, and your future. Try to answer all the questions with as much information as you can and remember to be honest and open. By telling the people involved in your education how you really feel, you can help everyone to support you in the best way for you so that you can achieve your full potential.
Progress:
1 of 150

These circles allow the Young Person to change the way their Avatar looks. They can change; lips, eye colour, glasses, hair styles, what they are wearing, even facial hair, jewellery and eyebrow shape!
They can change the background too and the last circle turns the sound off and on.

This part of the screen is where instructions and questions will appear and where the young person will type their answers. All the instructions and questions are spoken by the character above.

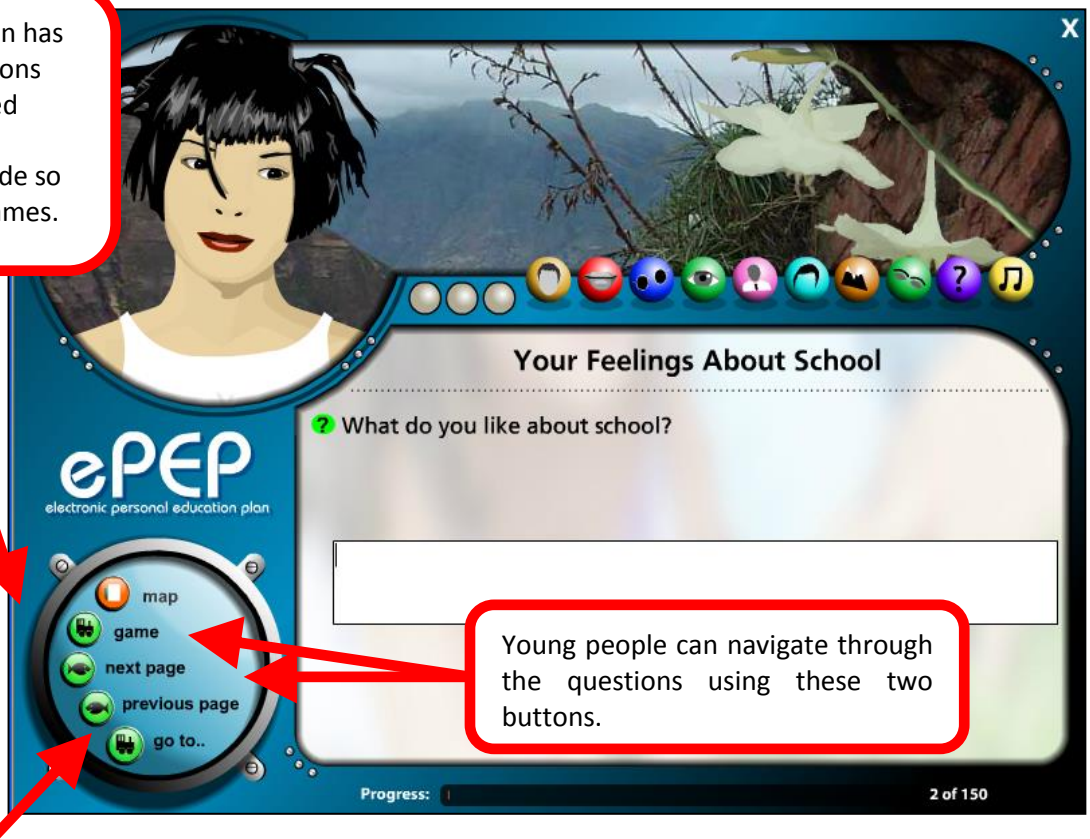
The progress bar measures how many questions have been answered.


Please select your character from the choices above. Hit the next button to see more!
close window
page select
Your Feelings About School
This section is your chance to have your say about school issues, your relationships with your teachers and peers, and your future. Try to answer all the questions with as much information as you can and remember to be honest and open. By telling the people involved in your education how you really feel, you can help everyone to support you in the best way for you so that you can achieve your full potential.
ePEP
electronic personal education plan
map
game
next page
previous page
go to..
Progress:
1 of 150

To change the Avatars general look the young person should click on the yellow circle with the face and then use the red arrow buttons to scroll through the pages of different Avatars.

The young person should hover the mouse over the shadow to reveal the different types of Avatar, then click to choose the Avatar they wish to use.

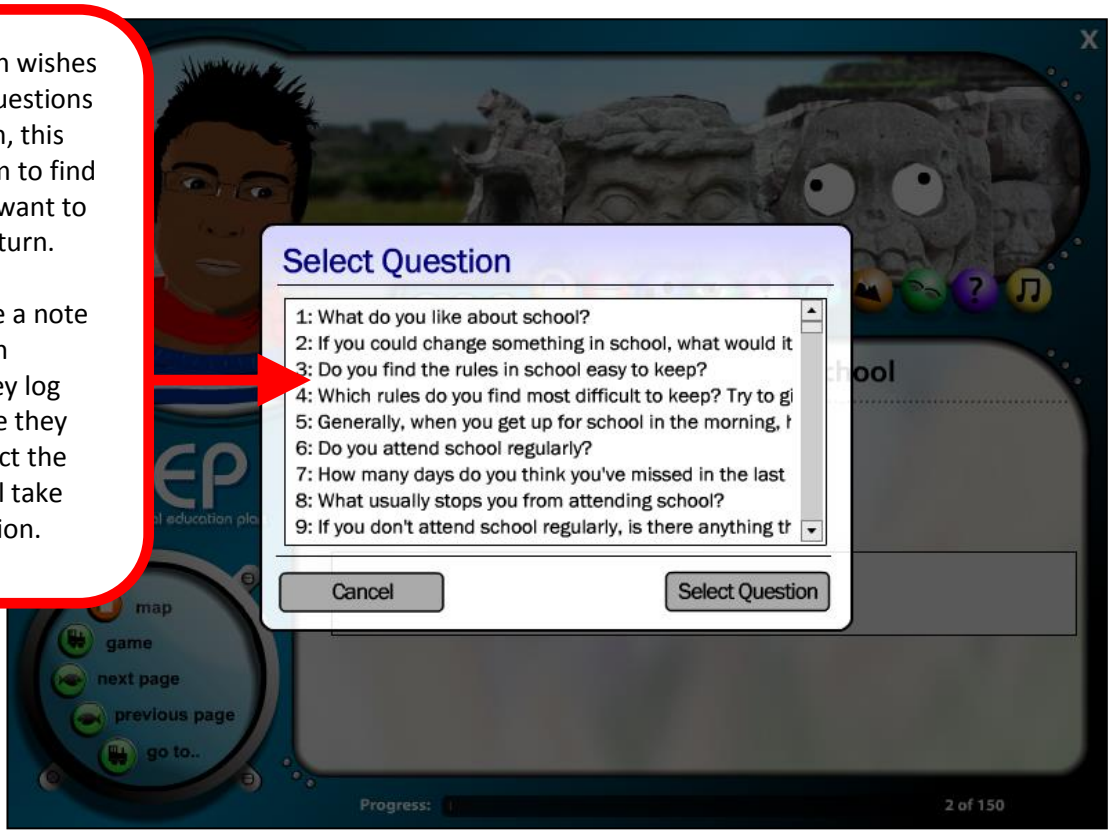
Once the young person has answered their questions they will have collected three pearls.
These unlock the arcade so they can play some games.



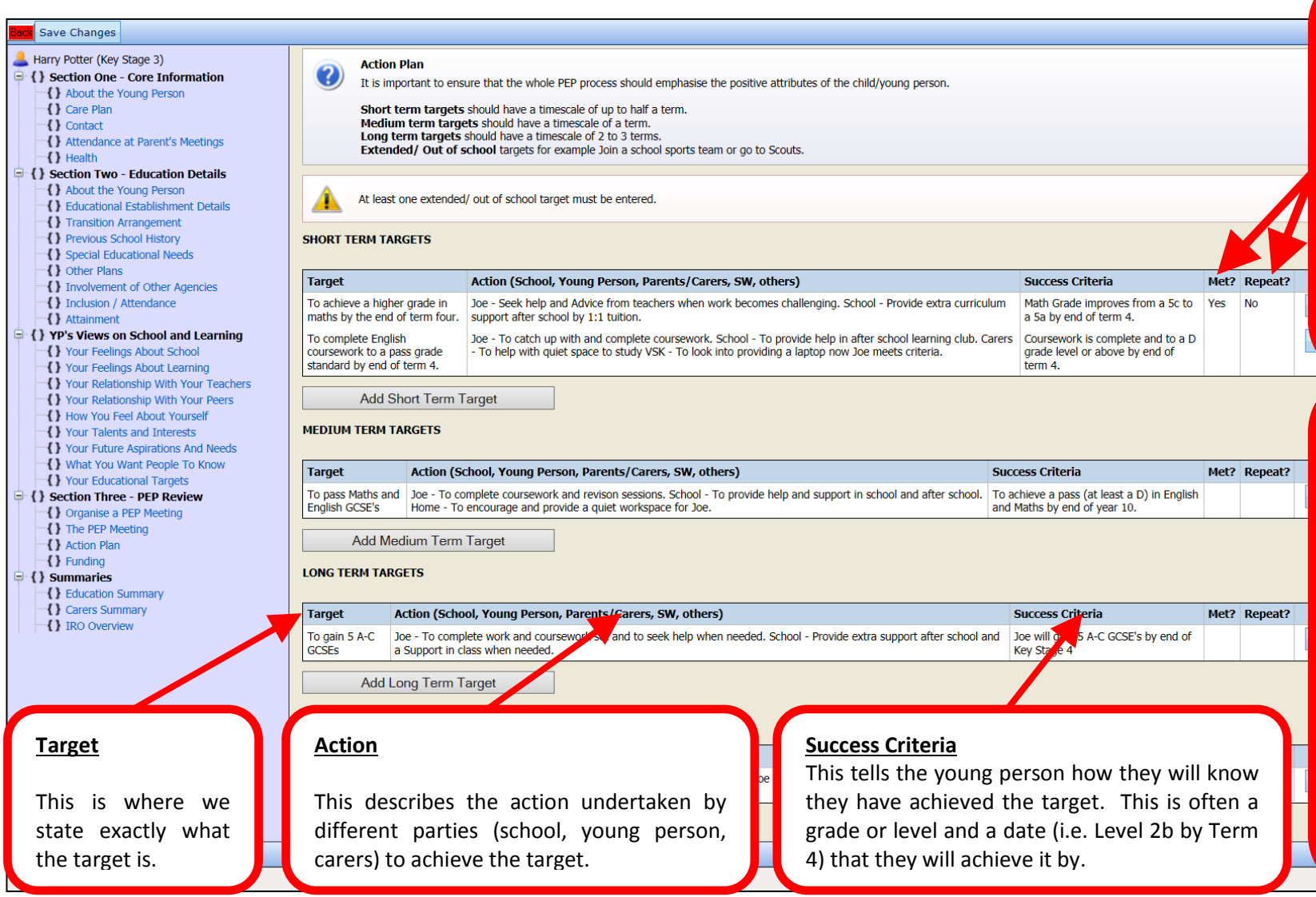
Young people can navigate through the questions using these two buttons.

If the young person wishes to leave the PEP questions and return to them, this button allows them to find the question they want to answer on their return.

They need to make a note of the last question number before they log out, then next time they login they can select the question and it will take them to this question.


Select Question
1: What do you like about school?
2: If you could change something in school, what would it
3: Do you find the rules in school easy to keep?
4: Which rules do you find most difficult to keep? Try to gi
5: Generally, when you get up for school in the morning, h
6: Do you attend school regularly?
7: How many days do you think you've missed in the last
8: What usually stops you from attending school?
9: If you don't attend school regularly, is there anything th
Cancel
Select Question
map
game
next page
previous page
go to..
Progress:
2 of 150

d) Action Plan


Back
Save Changes
Harry Potter (Key Stage 3)
Section One - Core Information
About the Young Person
Care Plan
Contact
Attendance at Parent's Meetings
Health
Section Two - Education Details
About the Young Person
Educational Establishment Details
Transition Arrangement
Previous School History
Special Educational Needs
Other Plans
Involvement of Other Agencies
Inclusion / Attendance
Attainment
YP's Views on School and Learning
Your Feelings About School
Your Feelings About Learning
Your Relationship With Your Teachers
Your Relationship With Your Peers
How You Feel About Yourself
Your Talents and Interests
Your Future Aspirations And Needs
What You Want People To Know
Your Educational Targets
Section Three - PEP Review
Organise a PEP Meeting
The PEP Meeting
Action Plan
Funding
Summaries
Education Summary
Carers Summary
IRO Overview
Action Plan
It is important to ensure that the whole PEP process should emphasise the positive attributes of the child/young person.
Short term targets should have a timescale of up to half a term.
Medium term targets should have a timescale of a term.
Long term targets should have a timescale of 2 to 3 terms.
Extended/ Out of school targets for example Join a school sports team or go to Scouts.
At least one extended/ out of school target must be entered.
SHORT TERM TARGETS
Target
Action (School, Young Person, Parents/Carers, SW, others)
Success Criteria
Met?
Repeat?
To achieve a higher grade in maths by the end of term four.
Joe - Seek help and Advice from teachers when work becomes challenging. School - Provide extra curriculum support after school by 1:1 tuition.
Math Grade improves from a 5c to a 5a by end of term 4.
Yes
No
To complete English coursework to a pass grade standard by end of term 4.
Joe - To catch up with and complete coursework. School - To provide help in after school learning club. Carers - To help with quiet space to study VSK - To look into providing a laptop now Joe meets criteria.
Coursework is complete and to a D grade level or above by end of term 4.
Add Short Term Target
MEDIUM TERM TARGETS
Target
Action (School, Young Person, Parents/Carers, SW, others)
Success Criteria
Met?
Repeat?
To pass Maths and English GCSE's
Joe - To complete coursework and revison sessions. School - To provide help and support in school and after school. Home - To encourage and provide a quiet workspace for Joe.
To achieve a pass (at least a D) in English and Maths by end of year 10.
Add Medium Term Target
LONG TERM TARGETS
Target
Action (School, Young Person, Parents/Carers, SW, others)
Success Criteria
Met?
Repeat?
To gain 5 A-C GCSEs
Joe - To complete work and coursework and to seek help when needed. School - Provide extra support after school and a Support in class when needed.
Joe will gain 5 A-C GCSE's by end of Key Stage 4
Add Long Term Target

Any completed targets will have a tick in the "Met?" column.

Targets which have been met automatically generate one award point for the young person.

If it is an old target that needs repeating it will have a tick in the "Repeat?" column.

Timescales

Short Term Targets
1-3 terms (Up to 6 Months).

Medium Term Targets
4-6 terms (Up to 1 year).

Long Term Targets
1-2 Years (Typically end of Key Stage).

Extended/Out of School Targets
No fixed timescale (Typically every 6 months).

Target

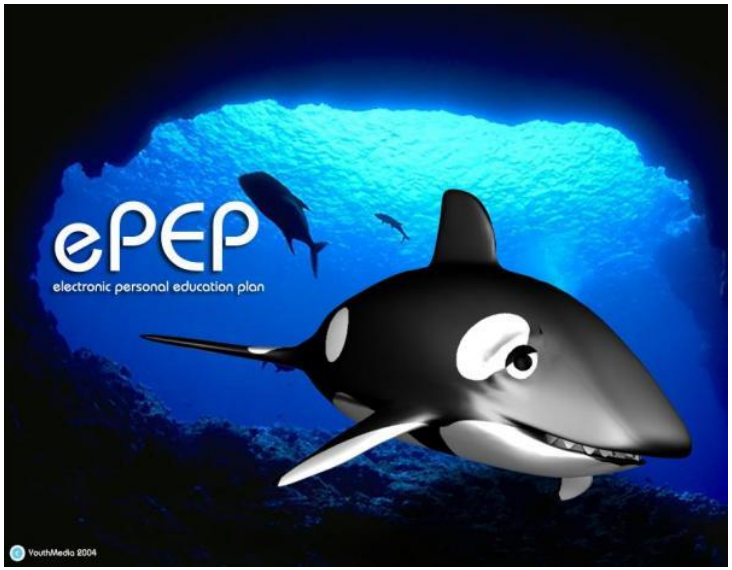
This is where we state exactly what the target is.

Action

This describes the action undertaken by different parties (school, young person, carers) to achieve the target.

Success Criteria
This tells the young person how they will know they have achieved the target. This is often a grade or level and a date (i.e. Level 2b by Term 4) that they will achieve it by.

ePEP Processes

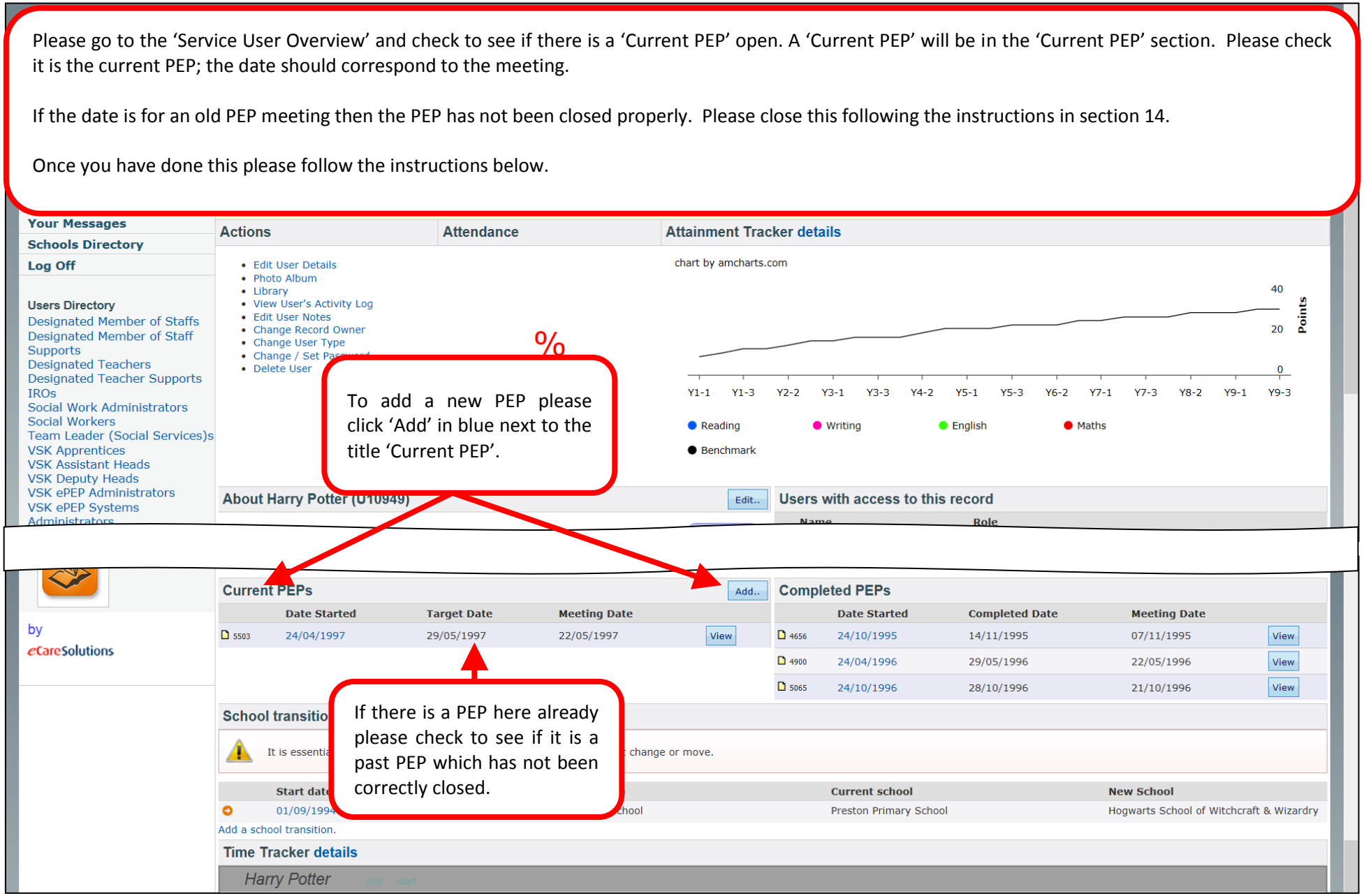


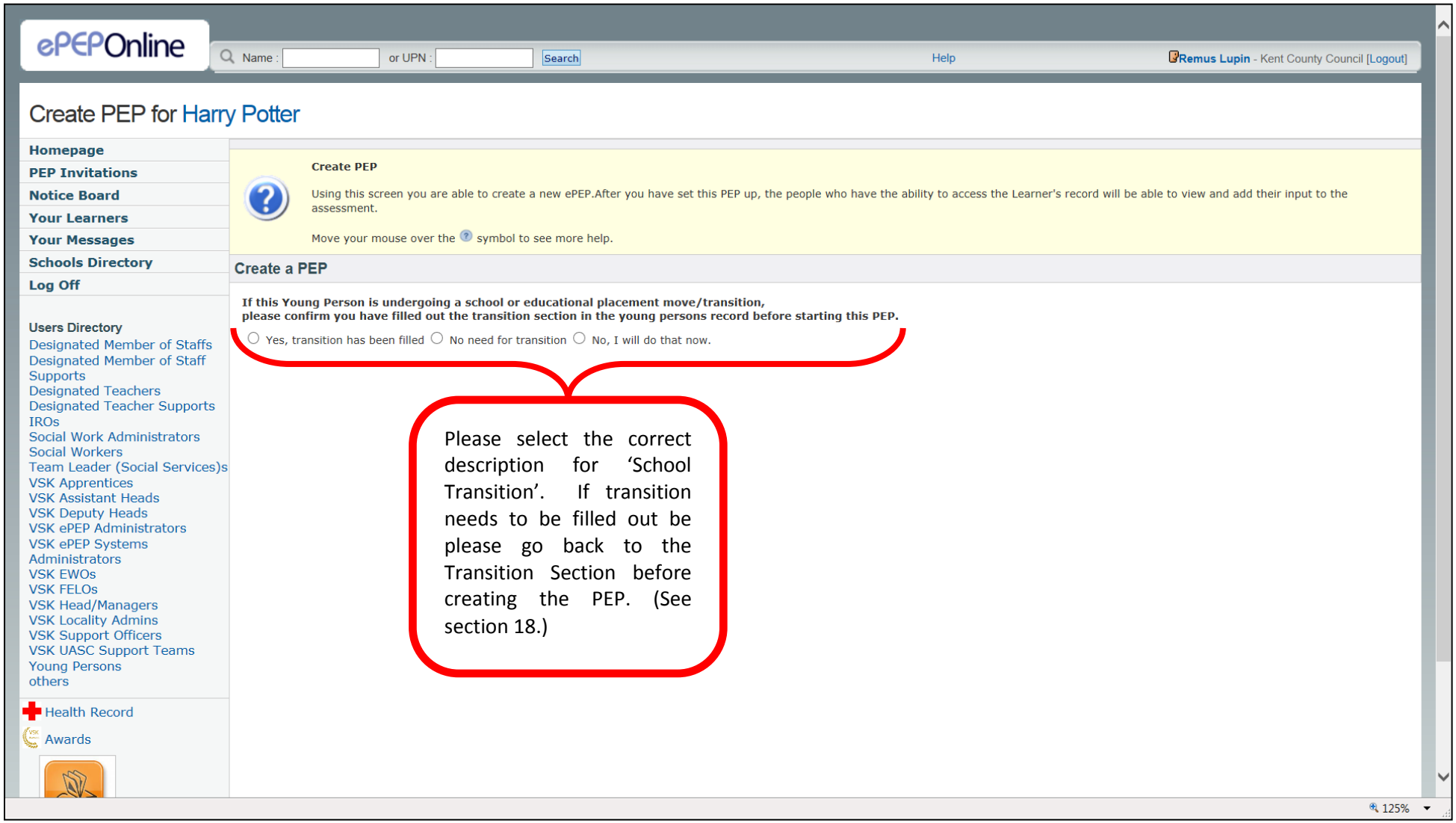
14) Opening a New 'Current' PEP

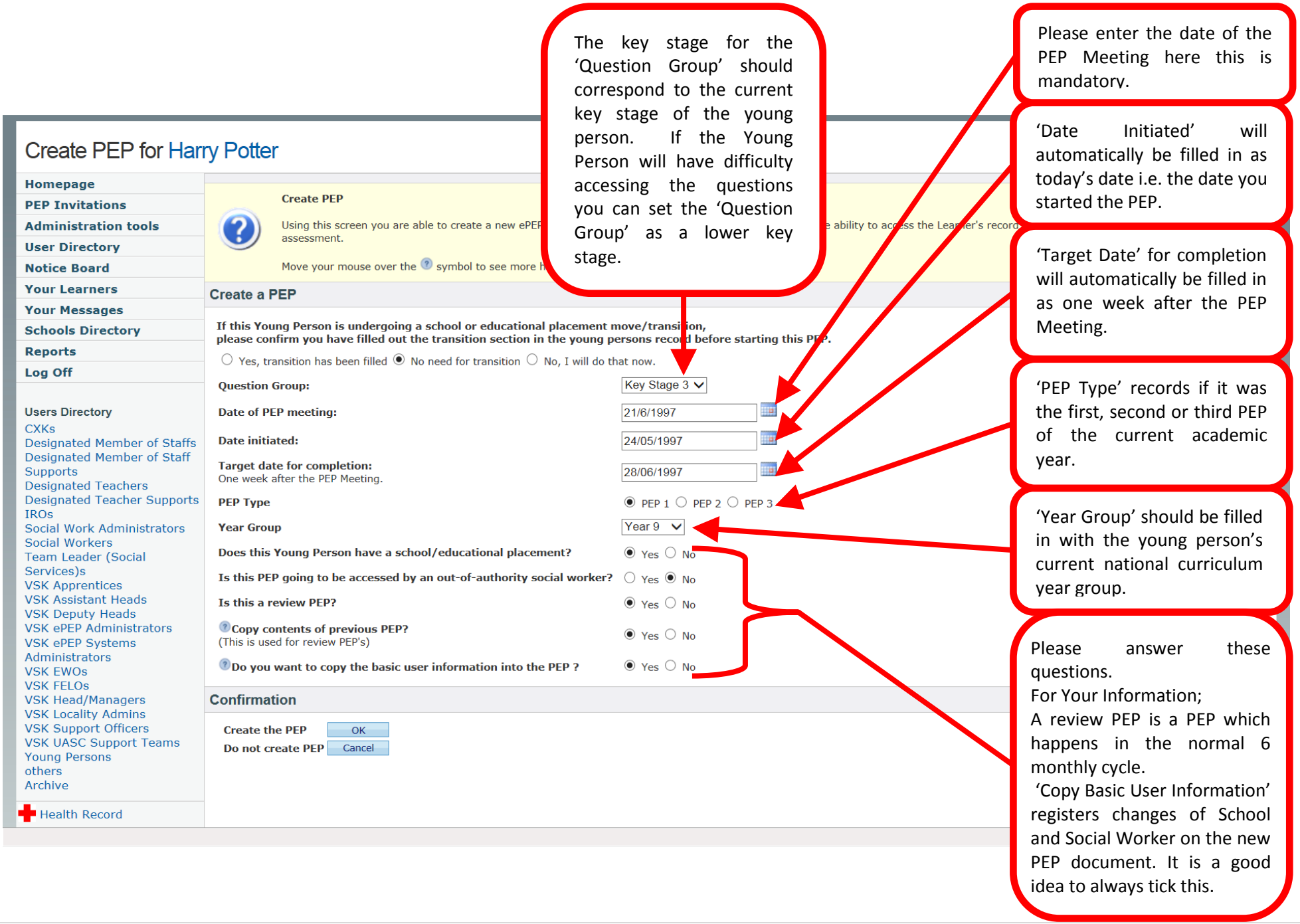
Please go to the 'Service User Overview' and check to see if there is a 'Current PEP' open. A 'Current PEP' will be in the 'Current PEP' section. Please check it is the current PEP; the date should correspond to the meeting.

If the date is for an old PEP meeting then the PEP has not been closed properly. Please close this following the instructions in section 14.

Once you have done this please follow the instructions below.




ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Create PEP for Harry Potter
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Create PEP
Using this screen you are able to create a new ePEP.After you have set this PEP up, the people who have the ability to access the Learner's record will be able to view and add their input to the assessment.
Move your mouse over the symbol to see more help.
Create a PEP
If this Young Person is undergoing a school or educational placement move/transition, please confirm you have filled out the transition section in the young persons record before starting this PEP.
Yes, transition has been filled
No need for transition
No, I will do that now.
Please select the correct description for 'School Transition'. If transition needs to be filled out be please go back to the Transition Section before creating the PEP. (See section 18.)
125%



The key stage for the 'Question Group' should correspond to the current key stage of the young person. If the Young Person will have difficulty accessing the questions you can set the 'Question Group' as a lower key stage.

Please enter the date of the PEP Meeting here this is mandatory.

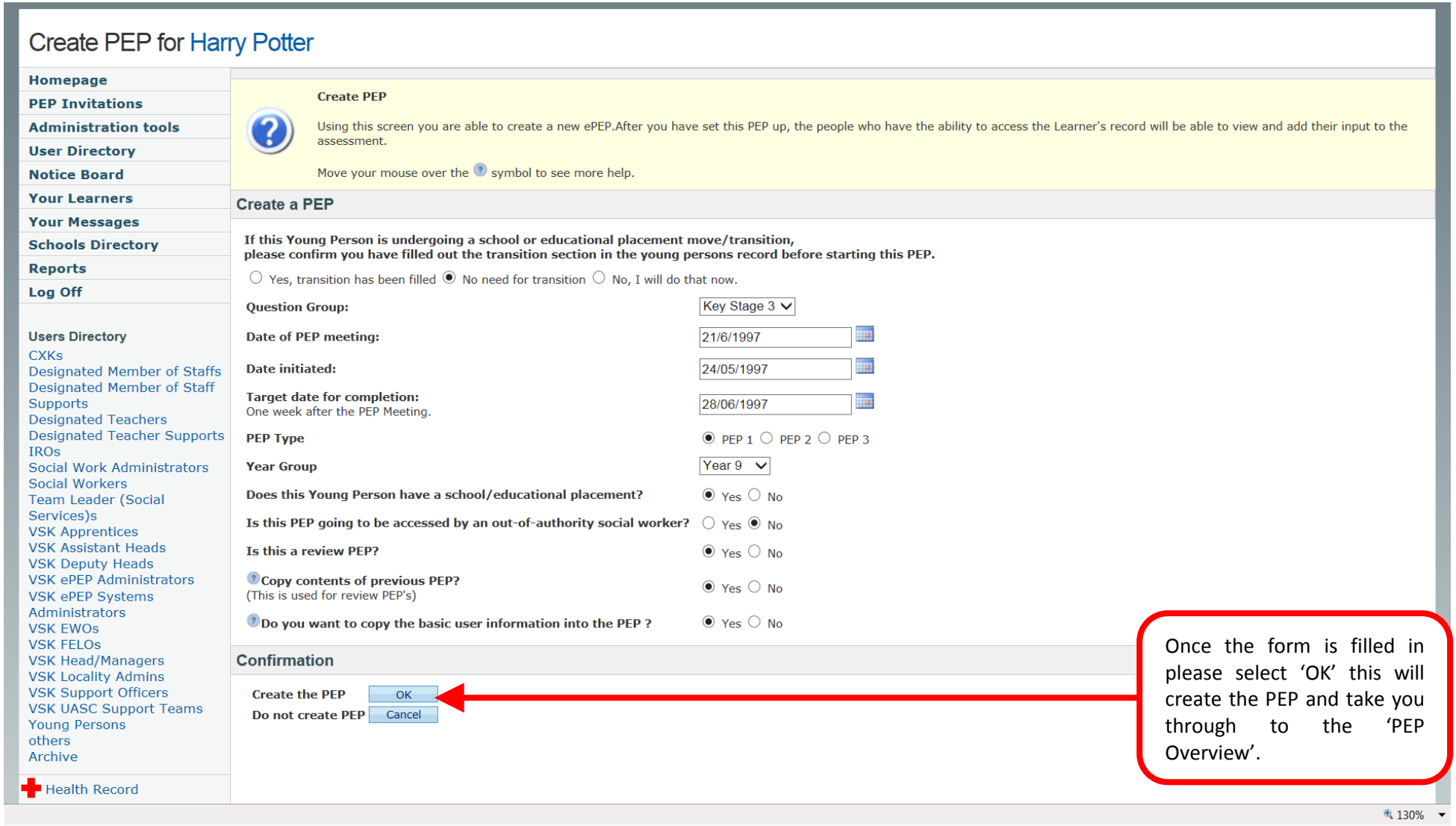
'Date Initiated' will automatically be filled in as today's date i.e. the date you started the PEP.

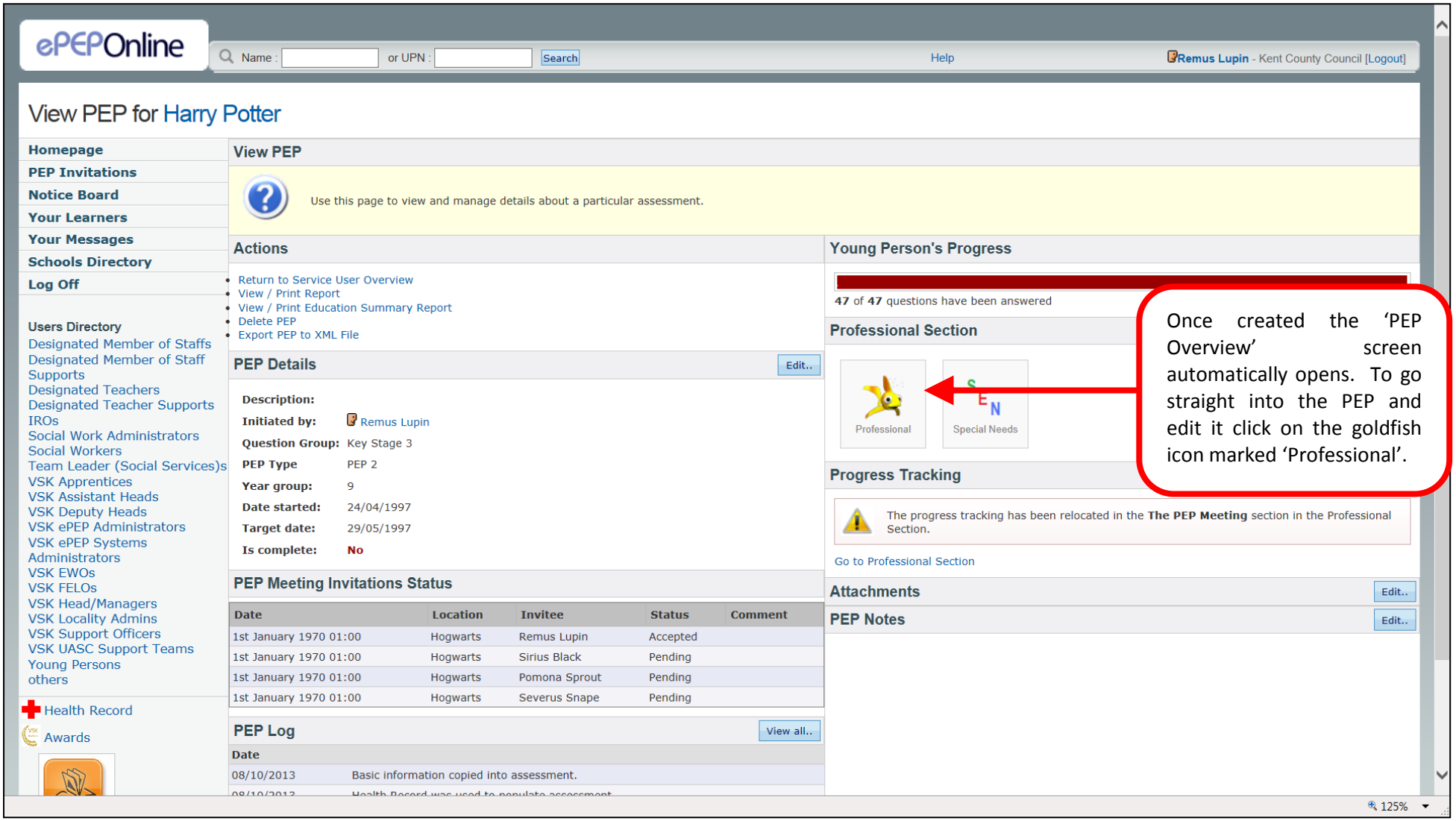
'Target Date' for completion will automatically be filled in as one week after the PEP Meeting.

'PEP Type' records if it was the first, second or third PEP of the current academic year.

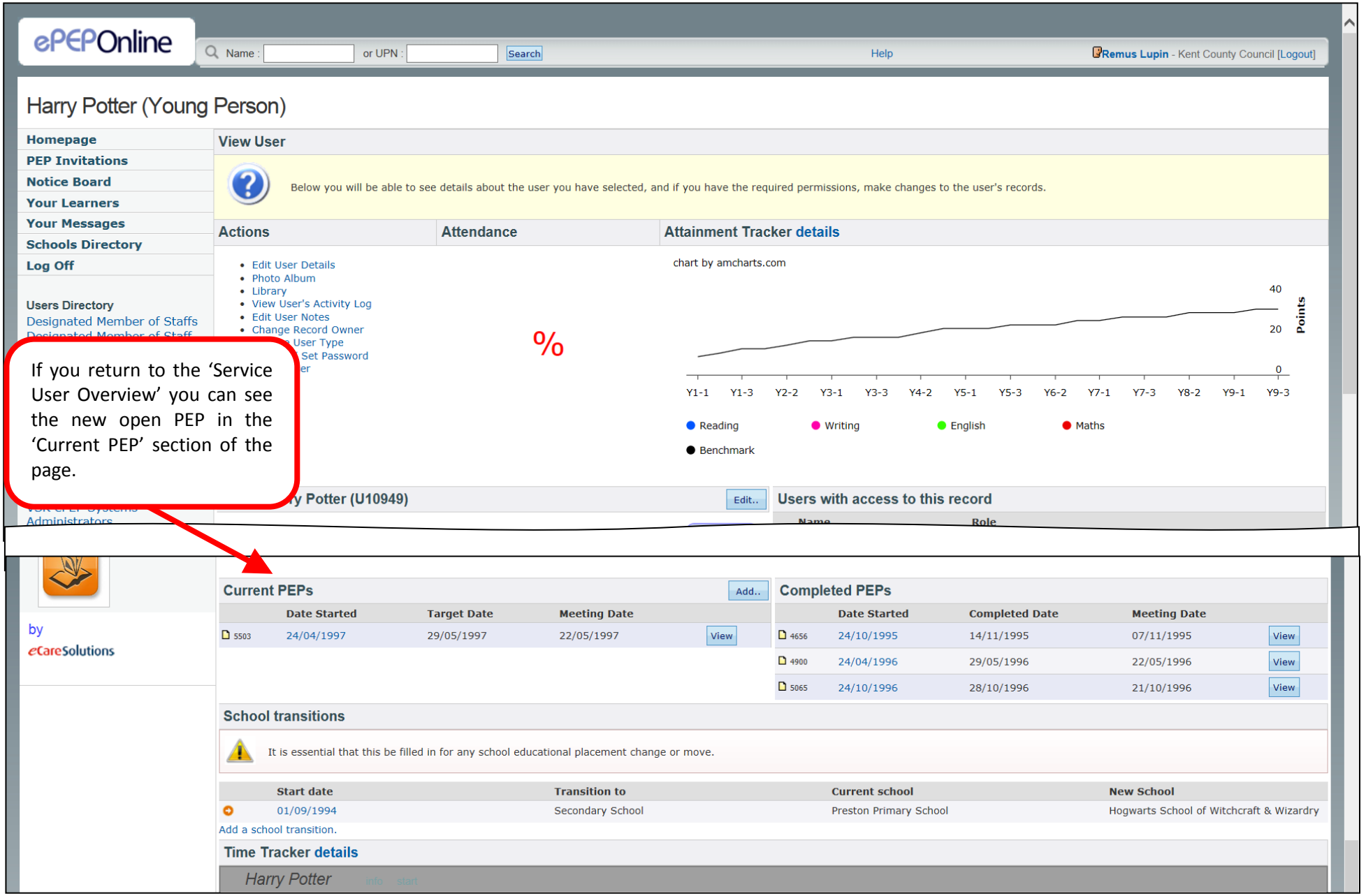
'Year Group' should be filled in with the young person's current national curriculum year group.

Please answer these questions.
For Your Information;
A review PEP is a PEP which happens in the normal 6 monthly cycle.
'Copy Basic User Information' registers changes of School and Social Worker on the new PEP document. It is a good idea to always tick this.

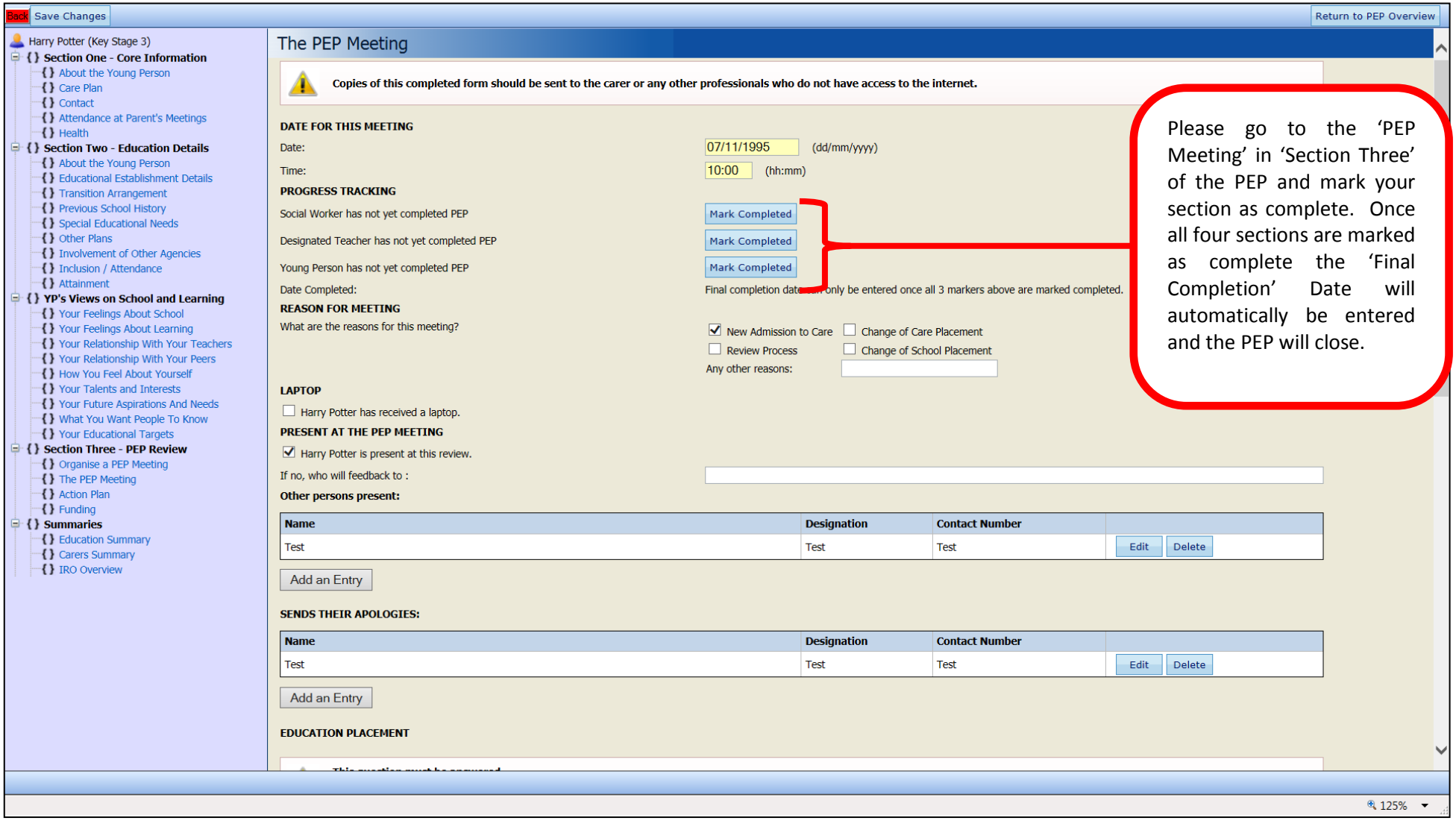

Create PEP for Harry Potter
Homepage
PEP Invitations
Administration tools
User Directory
Notice Board
Your Learners
Your Messages
Schools Directory
Reports
Log Off
Users Directory
CXKs
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Archive
Health Record
Create PEP
Using this screen you are able to create a new ePEP.After you have set this PEP up, the people who have the ability to access the Learner's record will be able to view and add their input to the assessment.
Move your mouse over the symbol to see more help.
Create a PEP
If this Young Person is undergoing a school or educational placement move/transition, please confirm you have filled out the transition section in the young persons record before starting this PEP.
Yes, transition has been filled
No need for transition
No, I will do that now.
Question Group:
Key Stage 3
Date of PEP meeting:
21/6/1997
Date initiated:
24/05/1997
Target date for completion:
One week after the PEP Meeting.
28/06/1997
PEP Type
PEP 1
PEP 2
PEP 3
Year Group
Year 9
Does this Young Person have a school/educational placement?
Yes
No
Is this PEP going to be accessed by an out-of-authority social worker?
Yes
No
Is this a review PEP?
Yes
No
Copy contents of previous PEP?
(This is used for review PEP's)
Yes
No
Do you want to copy the basic user information into the PEP ?
Yes
No
Confirmation
Create the PEP
OK
Do not create PEP
Cancel
Once the form is filled in please select 'OK' this will create the PEP and take you through to the 'PEP Overview'.
130%

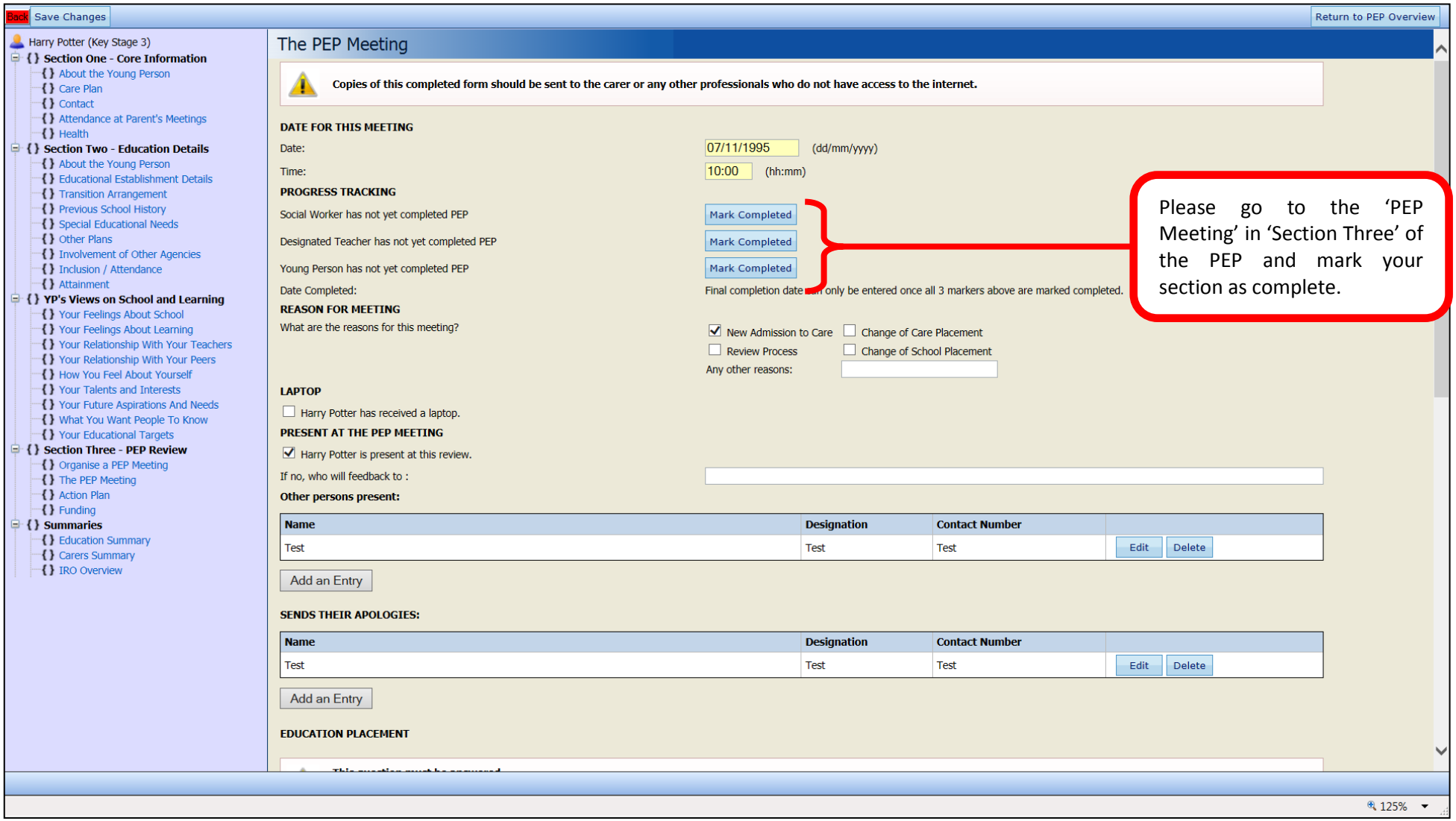


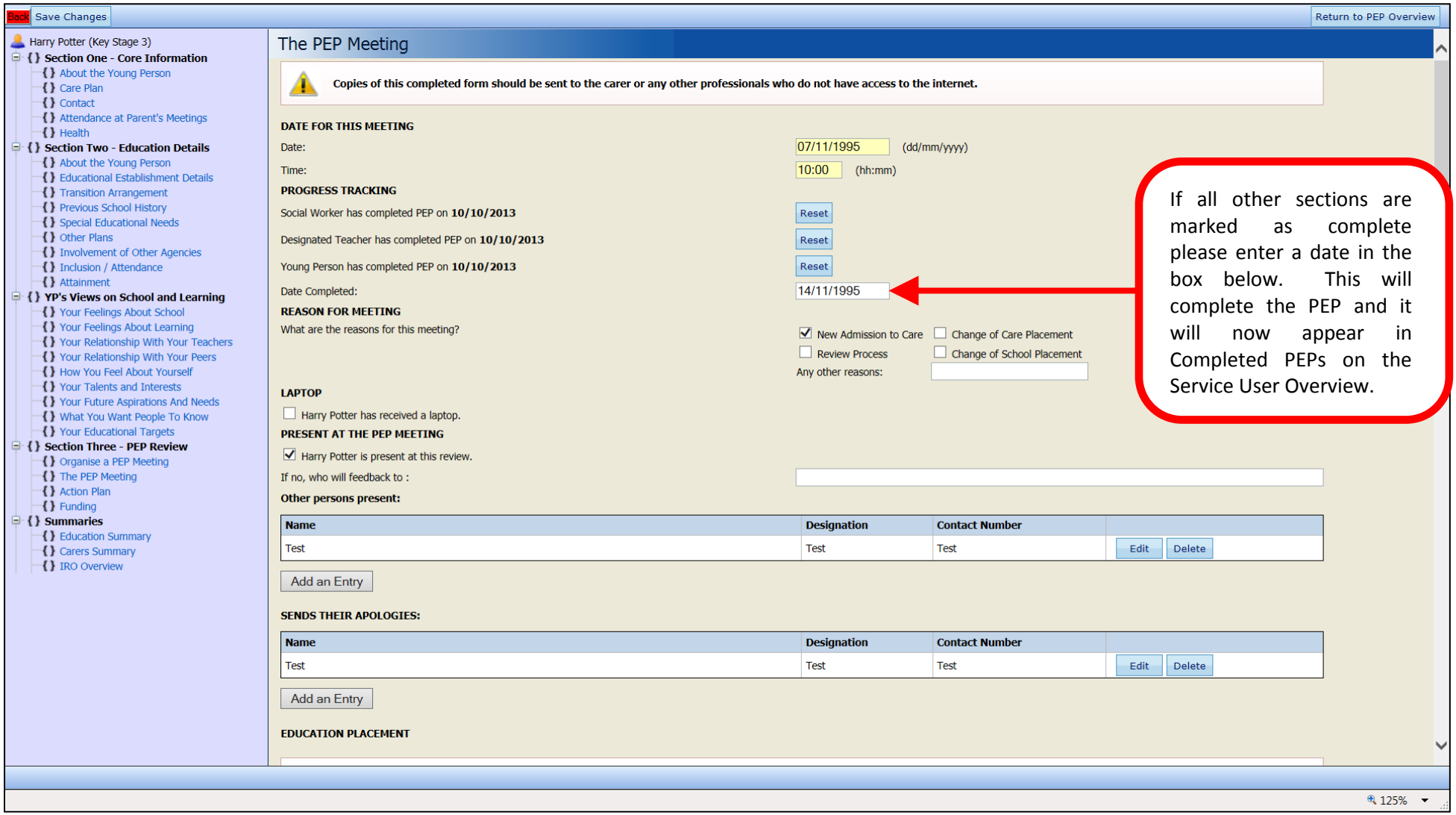
Once created the 'PEP Overview' screen automatically opens. To go straight into the PEP and edit it click on the goldfish icon marked 'Professional'.


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Harry Potter (Young Person)
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
View User
Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.
Actions
Attendance
Attainment Tracker details
Edit User Details
Photo Album
Library
View User's Activity Log
Edit User Notes
Change Record Owner
User Type
Set Password
%
chart by amcharts.com
40
20
0
Points
Y1-1
Y1-3
Y2-2
Y3-1
Y3-3
Y4-2
Y5-1
Y5-3
Y6-2
Y7-1
Y7-3
Y8-2
Y9-1
Y9-3
Reading
Writing
English
Maths
Benchmark
If you return to the 'Service User Overview' you can see the new open PEP in the 'Current PEP' section of the page.
Edit..
Users with access to this record
Name
Role
Current PEPs
Add..
Date Started
Target Date
Meeting Date
5503
24/04/1997
29/05/1997
22/05/1997
View
Completed PEPs
Date Started
Completed Date
Meeting Date
4656
24/10/1995
14/11/1995
07/11/1995
View
4900
24/04/1996
29/05/1996
22/05/1996
View
5065
24/10/1996
28/10/1996
21/10/1996
View
by
eCareSolutions
School transitions
It is essential that this be filled in for any school educational placement change or move.
Start date
Transition to
Current school
New School
01/09/1994
Secondary School
Preston Primary School
Hogwarts School of Witchcraft & Wizardry
Add a school transition.
Time Tracker details
Harry Potter
info
start

15) Closing a PEP




Back
Save Changes
Return to PEP Overview
Harry Potter (Key Stage 3)
Section One - Core Information
About the Young Person
Care Plan
Contact
Attendance at Parent's Meetings
Health
Section Two - Education Details
About the Young Person
Educational Establishment Details
Transition Arrangement
Previous School History
Special Educational Needs
Other Plans
Involvement of Other Agencies
Inclusion / Attendance
Attainment
YP's Views on School and Learning
Your Feelings About School
Your Feelings About Learning
Your Relationship With Your Teachers
Your Relationship With Your Peers
How You Feel About Yourself
Your Talents and Interests
Your Future Aspirations And Needs
What You Want People To Know
Your Educational Targets
Section Three - PEP Review
Organise a PEP Meeting
The PEP Meeting
Action Plan
Funding
Summaries
Education Summary
Carers Summary
IRO Overview
The PEP Meeting
Copies of this completed form should be sent to the carer or any other professionals who do not have access to the internet.
DATE FOR THIS MEETING
Date:
07/11/1995
(dd/mm/yyyy)
Time:
10:00
(hh:mm)
PROGRESS TRACKING
Social Worker has not yet completed PEP
Mark Completed
Designated Teacher has not yet completed PEP
Mark Completed
Young Person has not yet completed PEP
Mark Completed
Date Completed:
Final completion date can only be entered once all 3 markers above are marked completed.
REASON FOR MEETING
What are the reasons for this meeting?
New Admission to Care
Change of Care Placement
Review Process
Change of School Placement
Any other reasons:
LAPTOP
Harry Potter has received a laptop.
PRESENT AT THE PEP MEETING
Harry Potter is present at this review.
If no, who will feedback to :
Other persons present:
Name
Designation
Contact Number
Test
Test
Test
Edit
Delete
Add an Entry
SENDS THEIR APOLOGIES:
Name
Designation
Contact Number
Test
Test
Test
Edit
Delete
Add an Entry
EDUCATION PLACEMENT
125%
Please go to the 'PEP Meeting' in 'Section Three' of the PEP and mark your section as complete.


Back
Save Changes
Return to PEP Overview
Harry Potter (Key Stage 3)
Section One - Core Information
About the Young Person
Care Plan
Contact
Attendance at Parent's Meetings
Health
Section Two - Education Details
About the Young Person
Educational Establishment Details
Transition Arrangement
Previous School History
Special Educational Needs
Other Plans
Involvement of Other Agencies
Inclusion / Attendance
Attainment
YP's Views on School and Learning
Your Feelings About School
Your Feelings About Learning
Your Relationship With Your Teachers
Your Relationship With Your Peers
How You Feel About Yourself
Your Talents and Interests
Your Future Aspirations And Needs
What You Want People To Know
Your Educational Targets
Section Three - PEP Review
Organise a PEP Meeting
The PEP Meeting
Action Plan
Funding
Summaries
Education Summary
Carers Summary
IRO Overview
The PEP Meeting
Copies of this completed form should be sent to the carer or any other professionals who do not have access to the internet.
DATE FOR THIS MEETING
Date: 07/11/1995 (dd/mm/yyyy)
Time: 10:00 (hh:mm)
PROGRESS TRACKING
Social Worker has completed PEP on 10/10/2013 Reset
Designated Teacher has completed PEP on 10/10/2013 Reset
Young Person has completed PEP on 10/10/2013 Reset
Date Completed: 14/11/1995
REASON FOR MEETING
What are the reasons for this meeting?
New Admission to Care
Change of Care Placement
Review Process
Change of School Placement
Any other reasons:
LAPTOP
Harry Potter has received a laptop.
PRESENT AT THE PEP MEETING
Harry Potter is present at this review.
If no, who will feedback to :
Other persons present:
Name
Designation
Contact Number
Test
Test
Test
Edit
Delete
Add an Entry
SENDS THEIR APOLOGIES:
Name
Designation
Contact Number
Test
Test
Test
Edit
Delete
Add an Entry
EDUCATION PLACEMENT
125%
If all other sections are marked as complete please enter a date in the box below. This will complete the PEP and it will now appear in Completed PEPs on the Service User Overview.

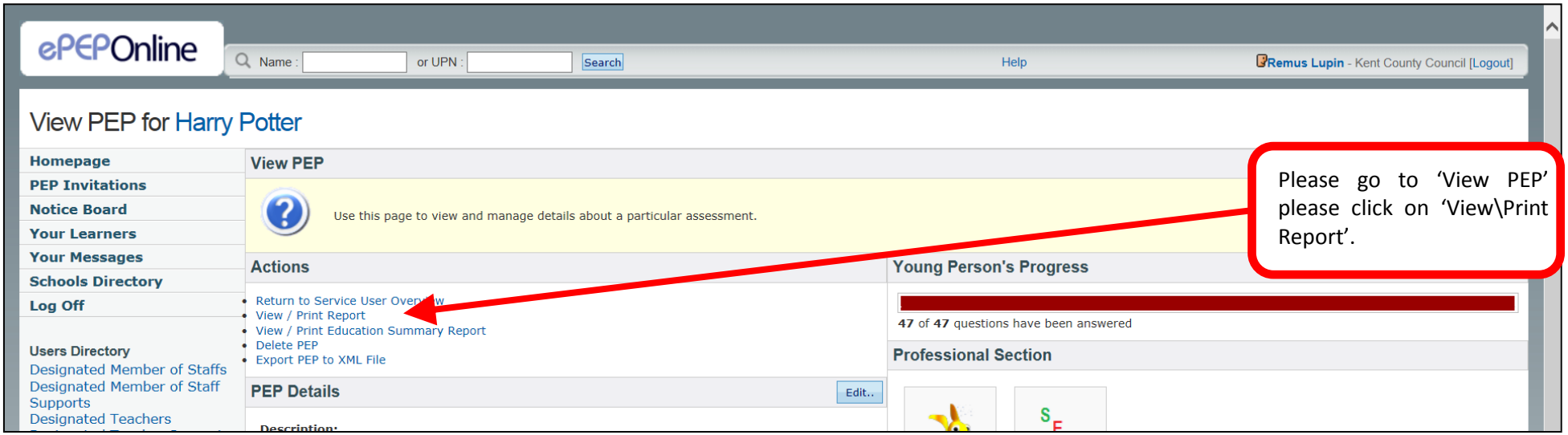
16) Printing a PEP

PLEASE READ BEFORE PRINTING

This document is designed to be an online document and everyone who needs access should have a login to the ePEP system which gives them appropriate access.

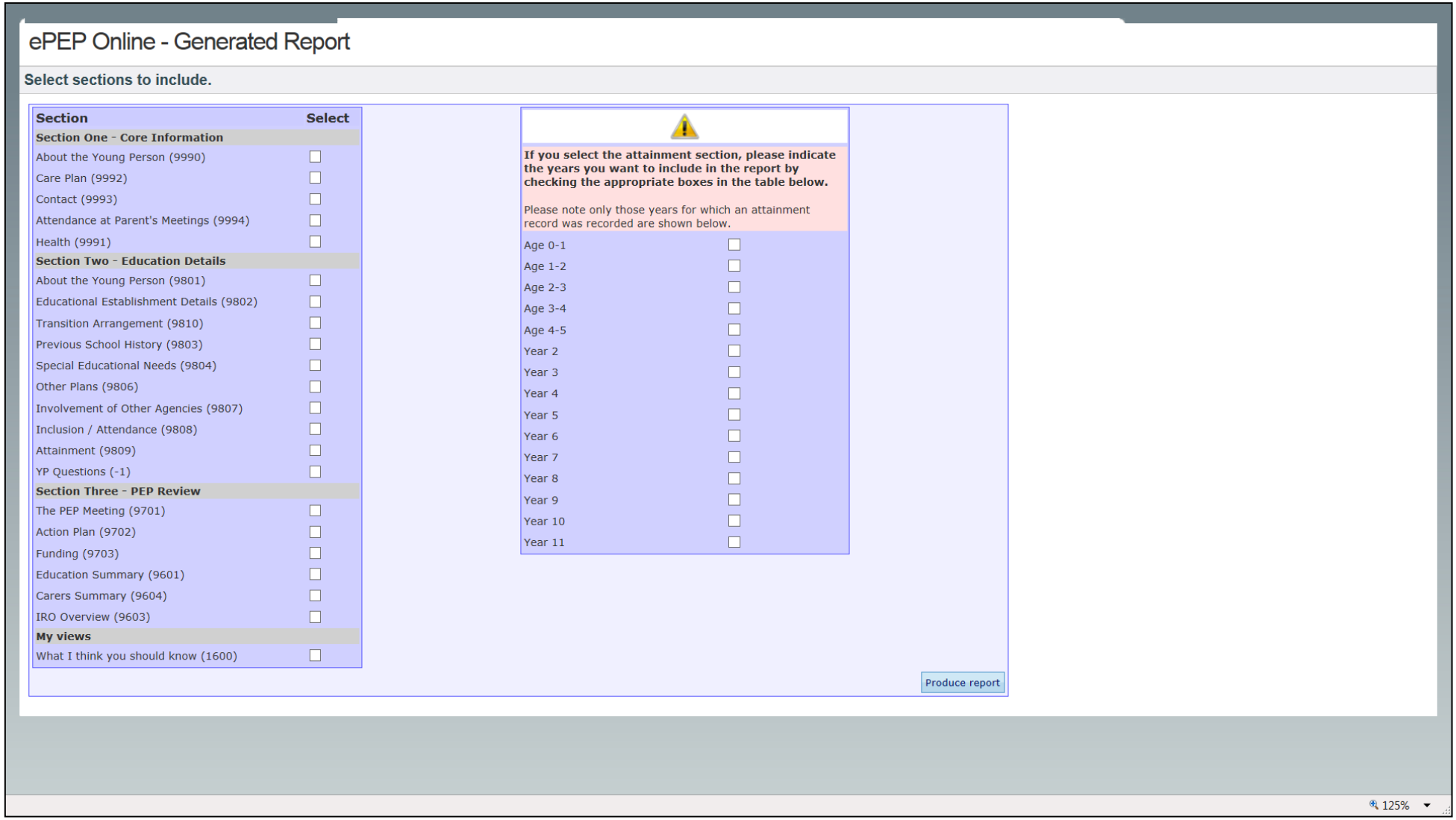
If a parent wishes to receive a print out of the PEP this should always be referred to the young person's social worker who is best placed to decide which parts of the PEP should be sent to the parent.

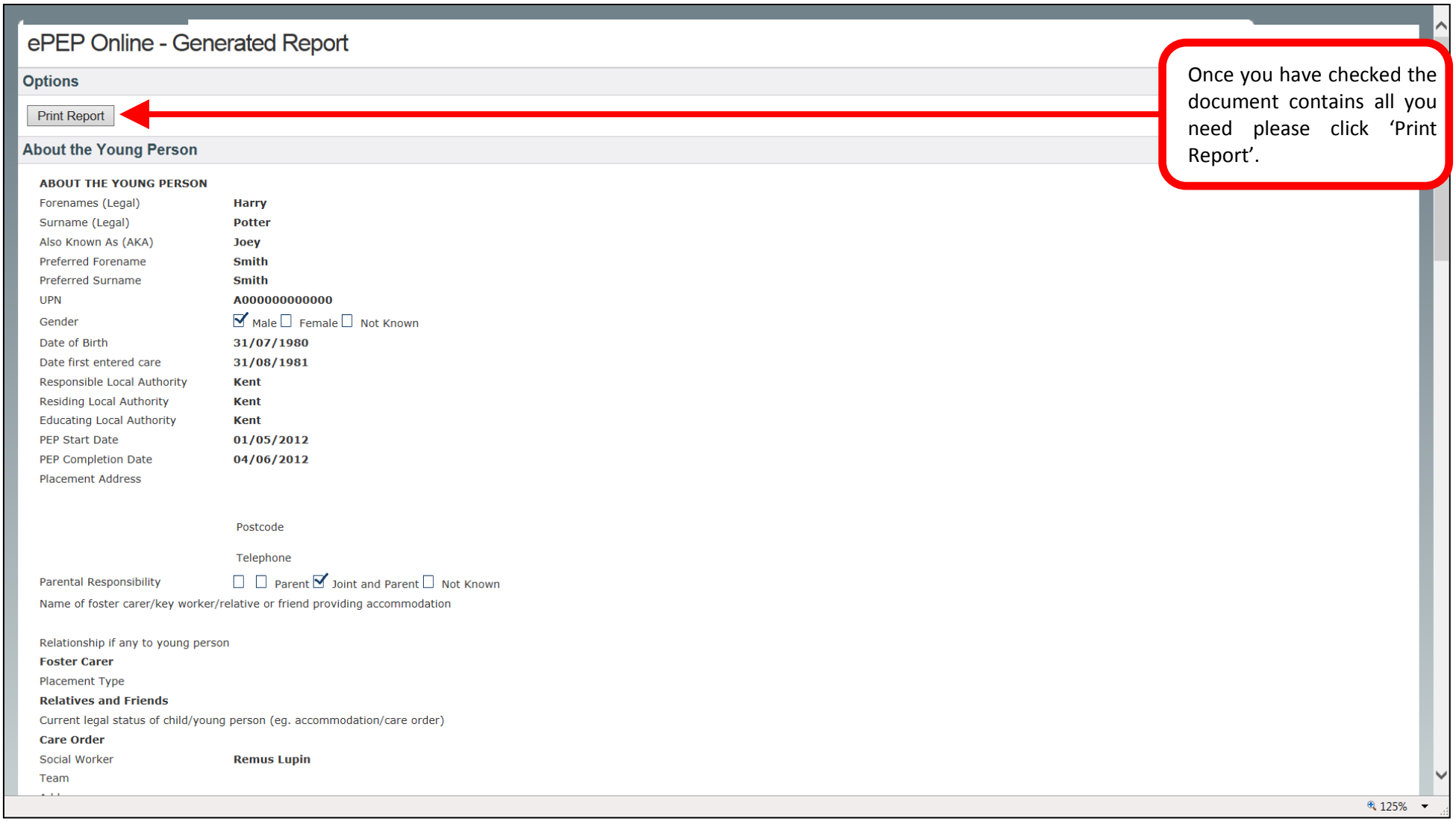
If you print from a PEP please be aware this is sensitive child level data and you need to use and store this appropriately in line with KCC guidelines.



Please click on the pages within each section you wish to print. To print the attainment section please select attainment on the right hand column and those years you wish to print from the right hand column.

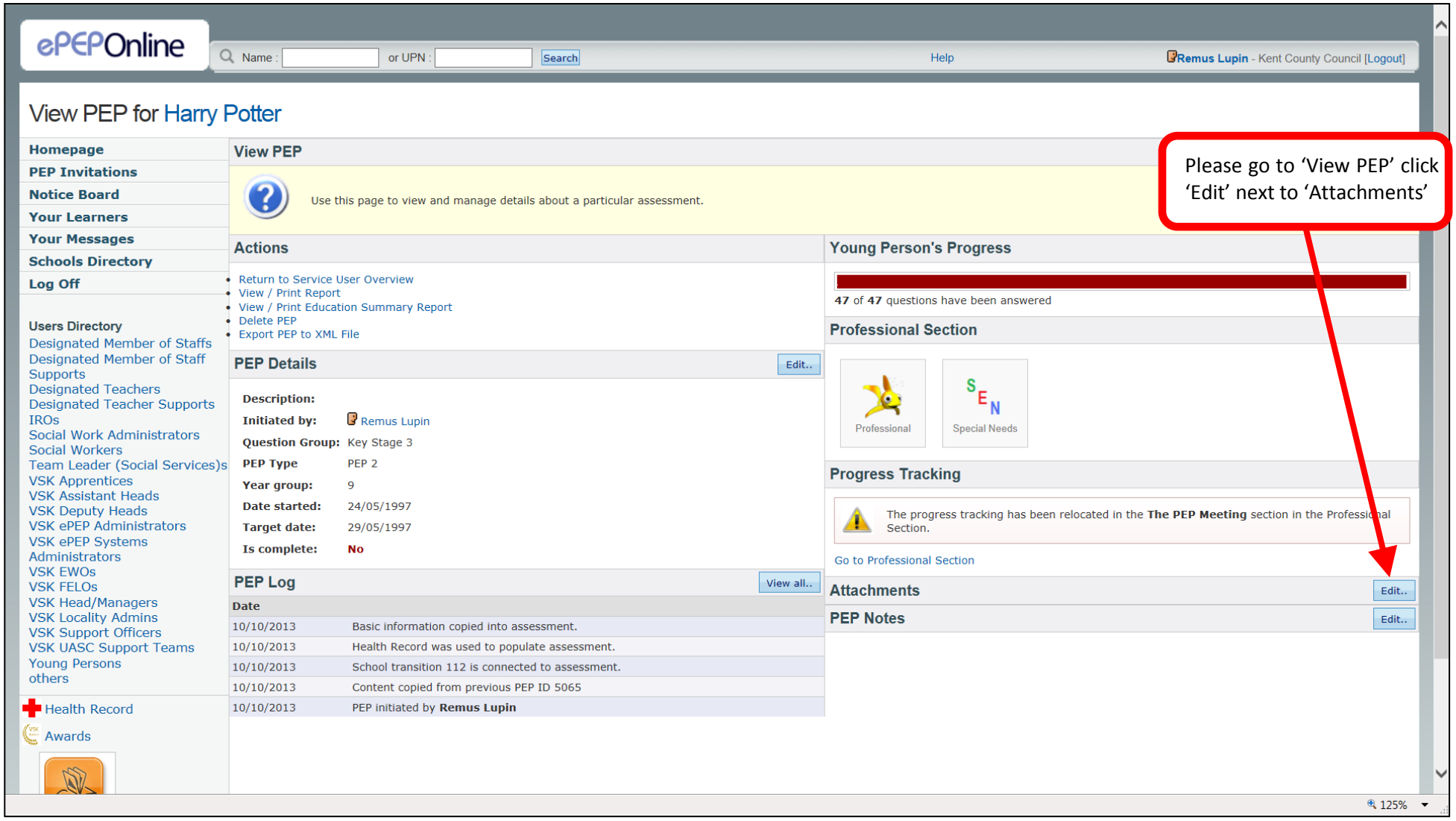
Once you have selected all sections you wish to print please click on 'Produce Report' in blue at the bottom of this form.

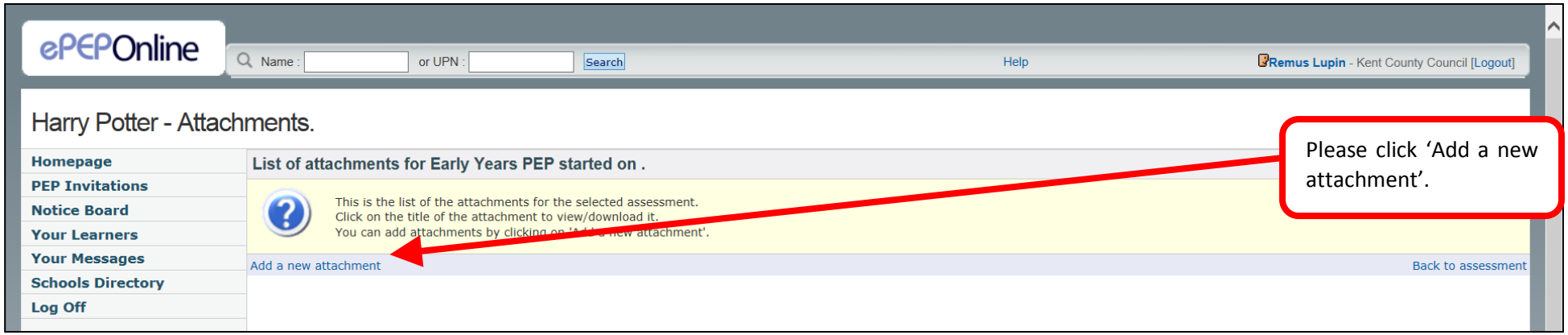


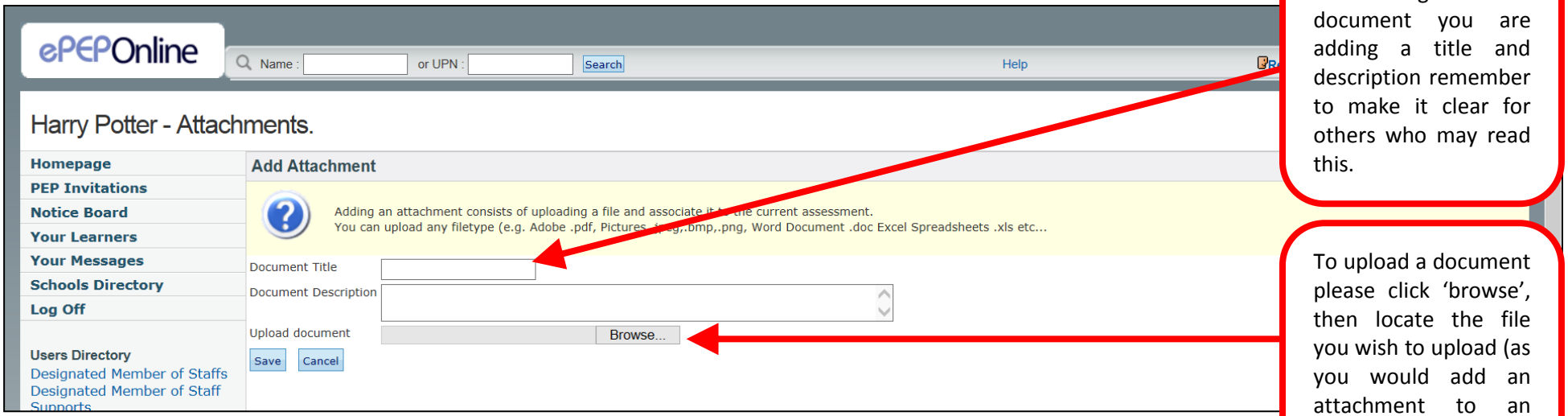


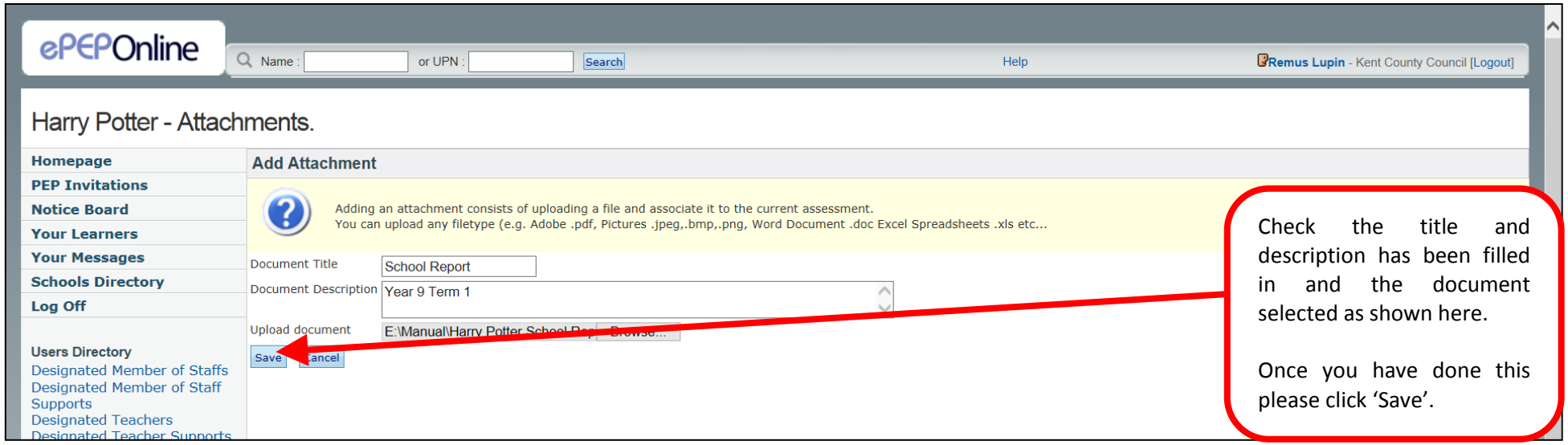
Once you have checked the document contains all you need please click 'Print Report'.

17) Attach a Document to a PEP



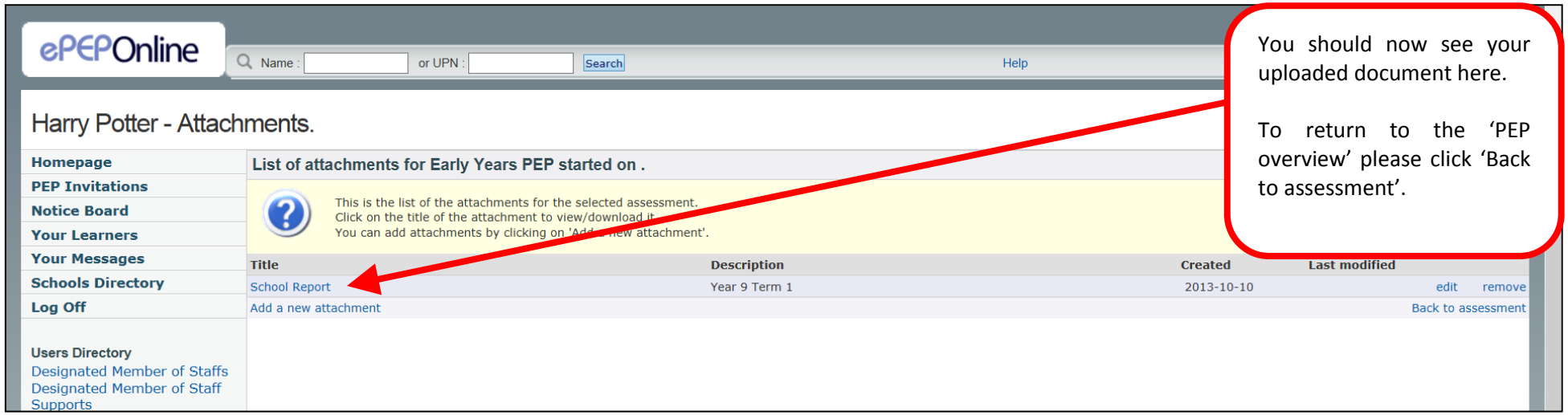

ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Harry Potter - Attachments.
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
List of attachments for Early Years PEP started on .
This is the list of the attachments for the selected assessment.
Click on the title of the attachment to view/download it.
You can add attachments by clicking on 'Add a new attachment'.
Add a new attachment
Back to assessment
Please click 'Add a new attachment'.


ePEPOnline
Name :
or UPN :
Search
Help
Harry Potter - Attachments.
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff
Supports
Add Attachment
Adding an attachment consists of uploading a file and associate it to the current assessment.
You can upload any filetype (e.g. Adobe .pdf, Pictures .jpg,.bmp,.png, Word Document .doc Excel Spreadsheets .xls etc...
Document Title
Document Description
Upload document
Browse...
Save
Cancel
Please give the document you are adding a title and description remember to make it clear for others who may read this.
To upload a document please click 'browse', then locate the file you wish to upload (as you would add an attachment to an email).



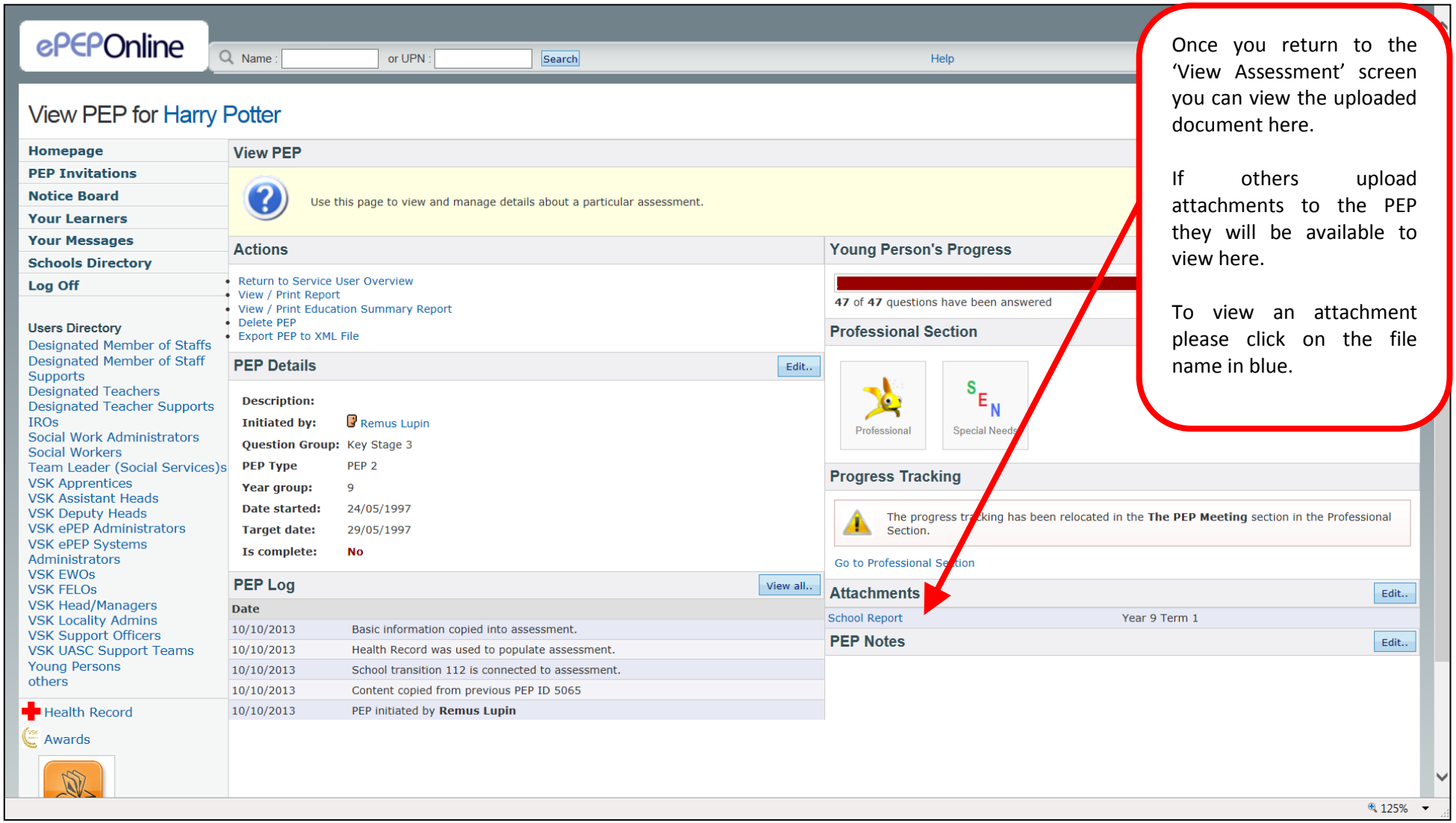
Check the title and description has been filled in and the document selected as shown here.

Once you have done this please click 'Save'.



You should now see your uploaded document here.

To return to the 'PEP overview' please click 'Back to assessment'.

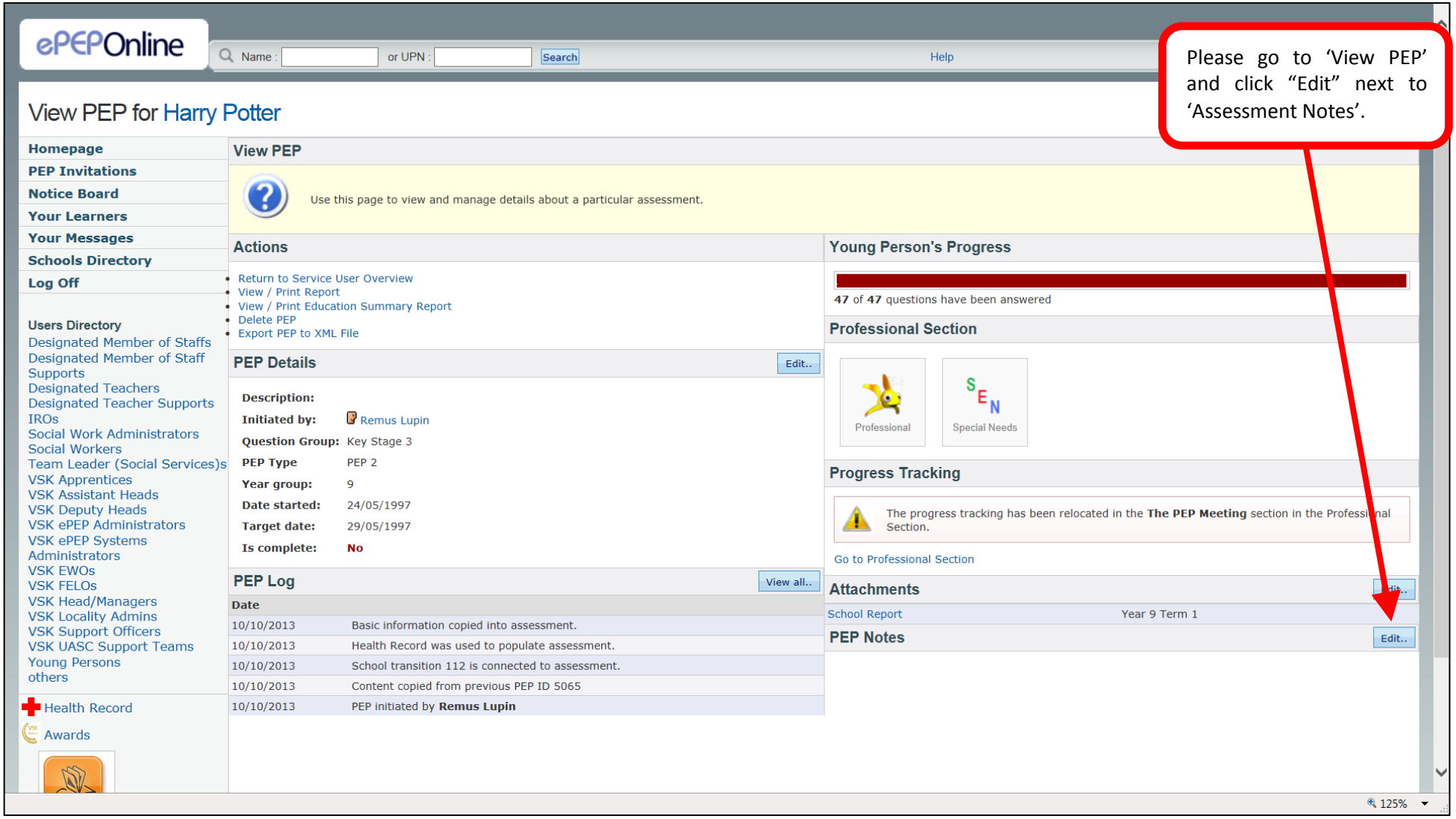


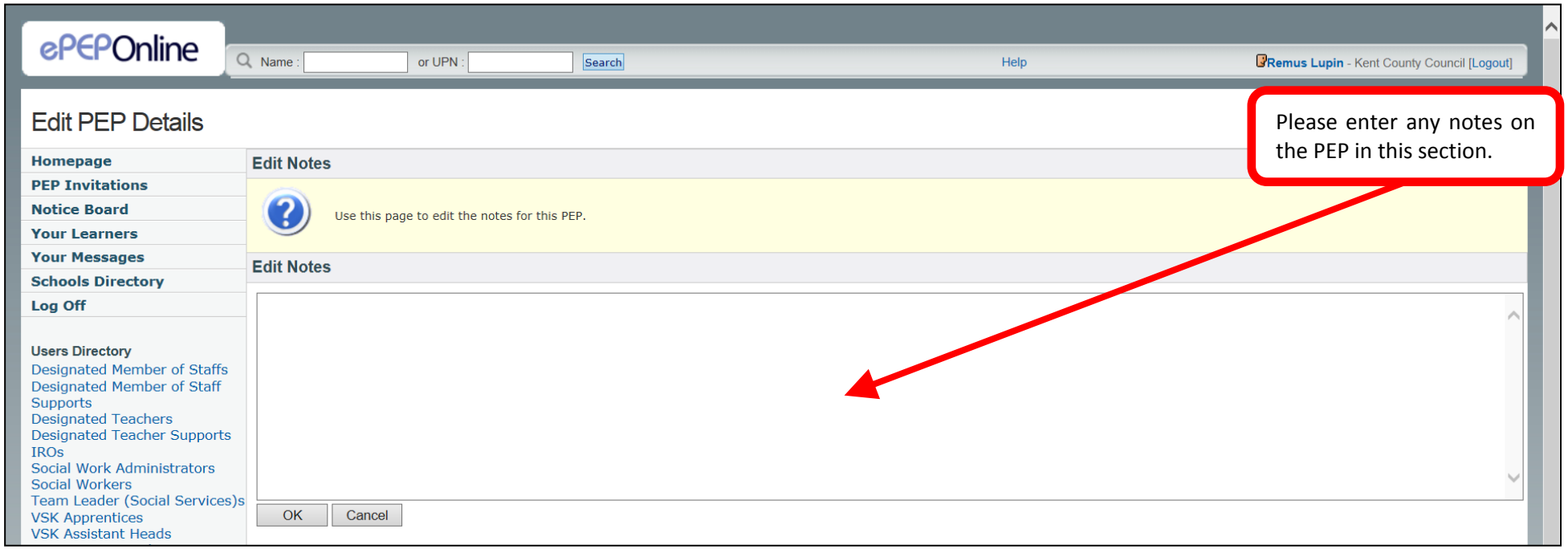
Once you return to the 'View Assessment' screen you can view the uploaded document here.

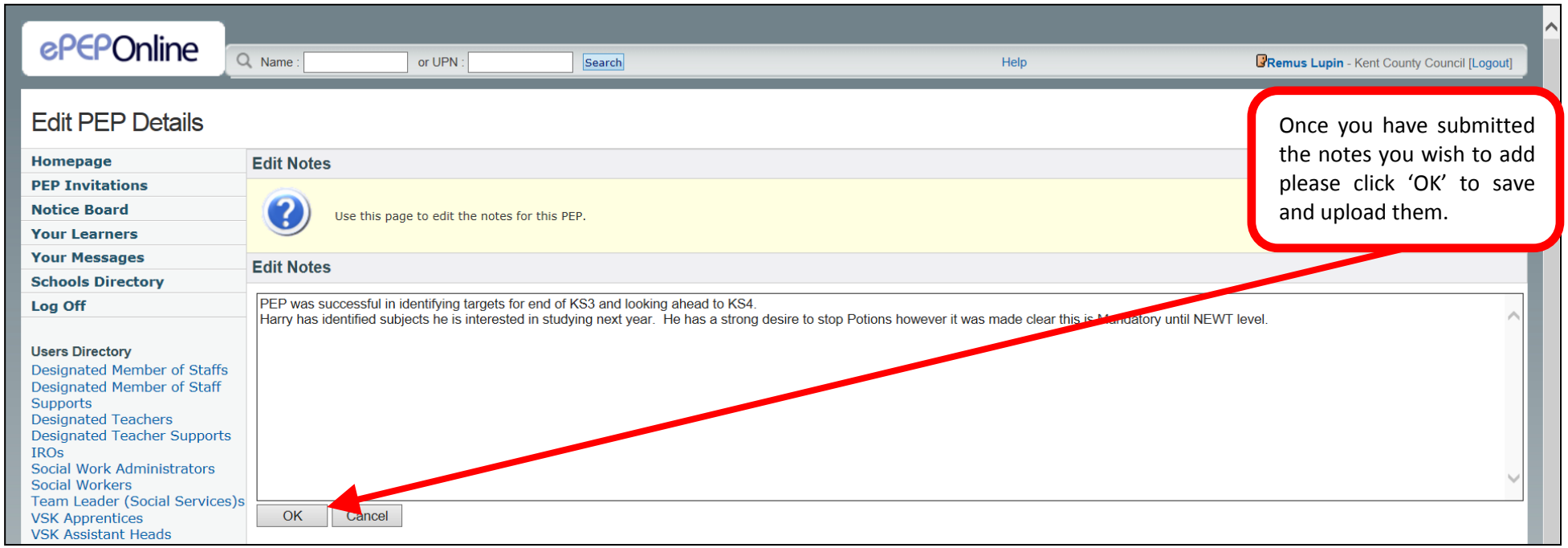
If others upload attachments to the PEP they will be available to view here.

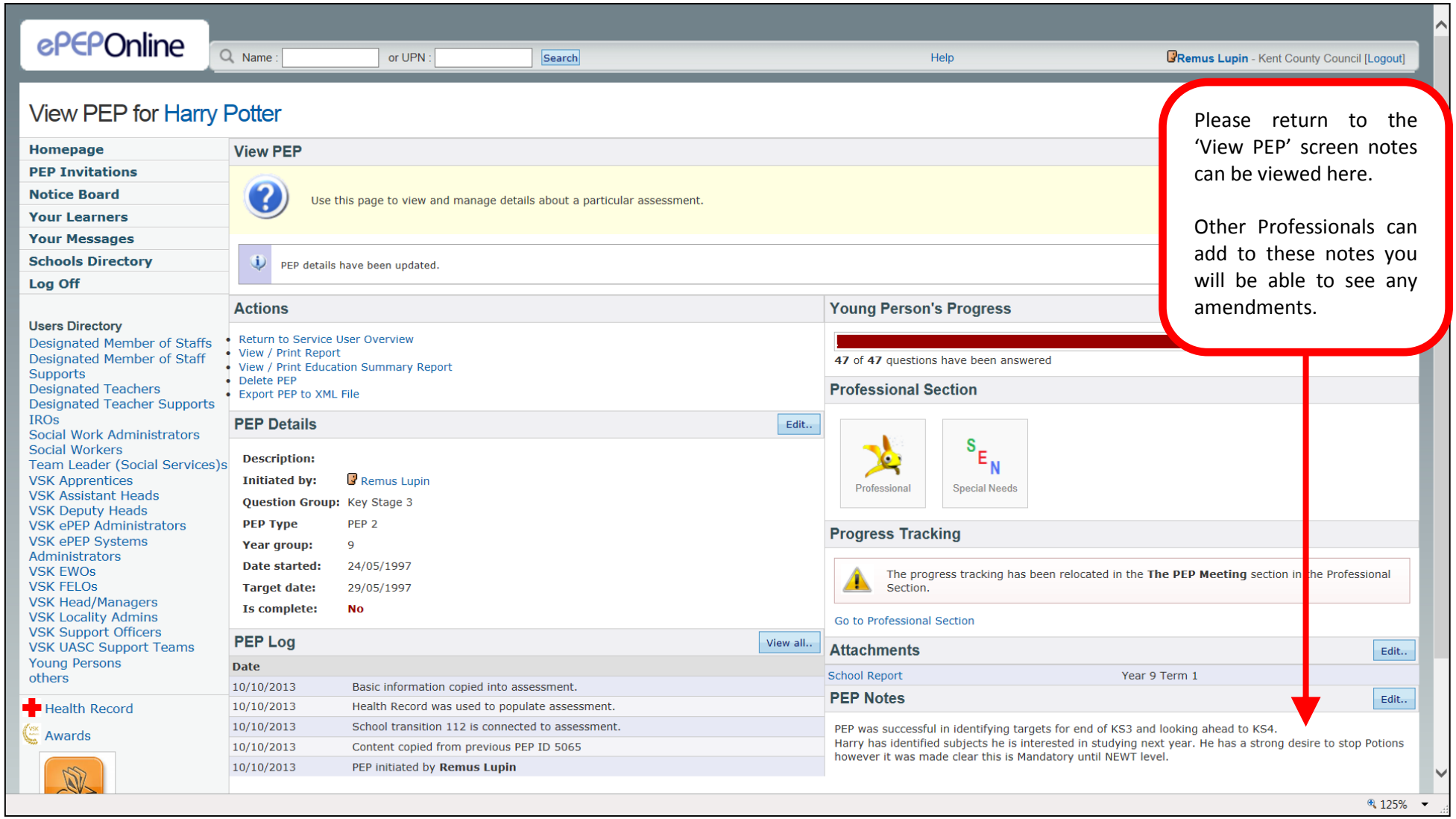
To view an attachment please click on the file name in blue.

18) Add PEP Notes to a PEP




ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Edit PEP Details
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
Edit Notes
Use this page to edit the notes for this PEP.
Edit Notes
OK
Cancel
Please enter any notes on the PEP in this section.

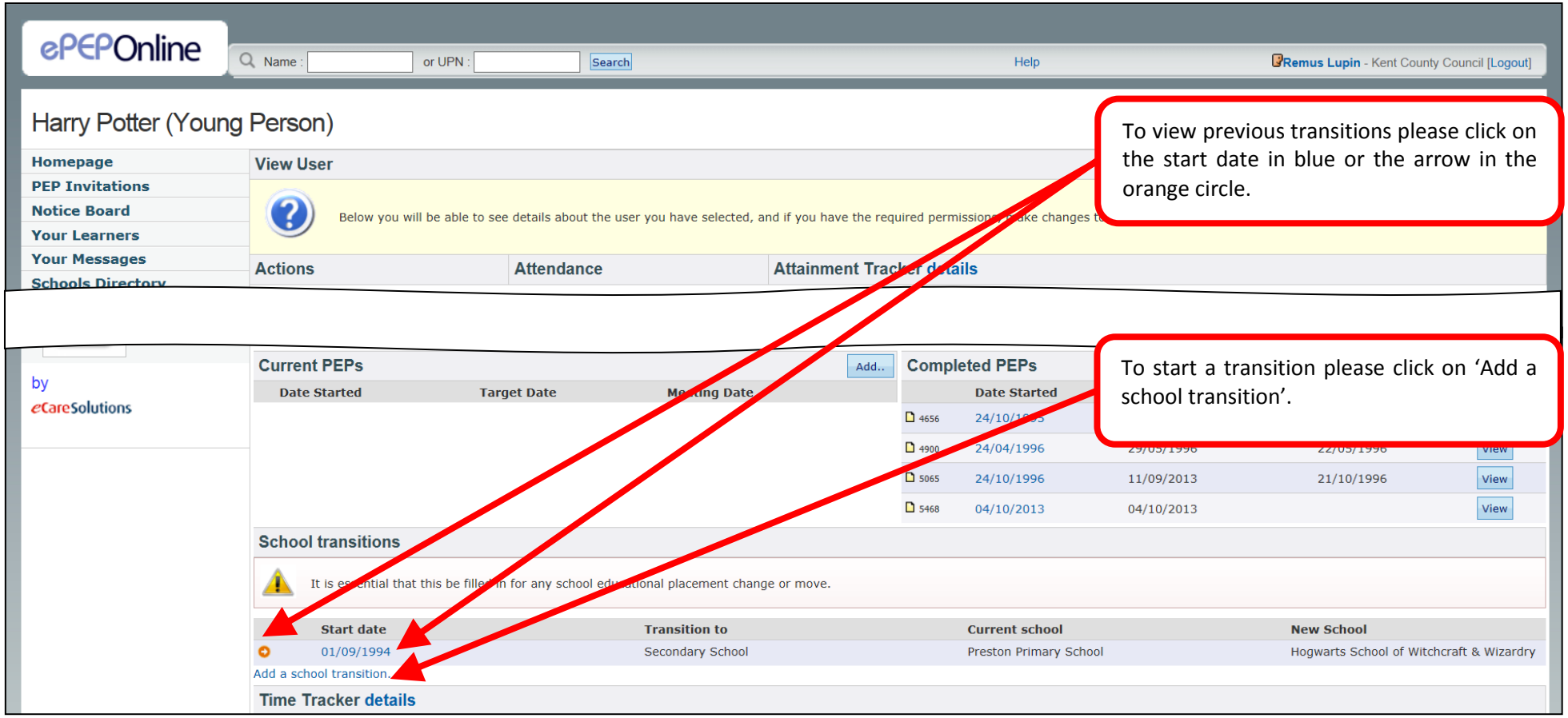

ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Edit PEP Details
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
Edit Notes
Use this page to edit the notes for this PEP.
Edit Notes
PEP was successful in identifying targets for end of KS3 and looking ahead to KS4.
Harry has identified subjects he is interested in studying next year. He has a strong desire to stop Potions however it was made clear this is Mandatory until NEWT level.
OK
Cancel
Once you have submitted the notes you wish to add please click 'OK' to save and upload them.

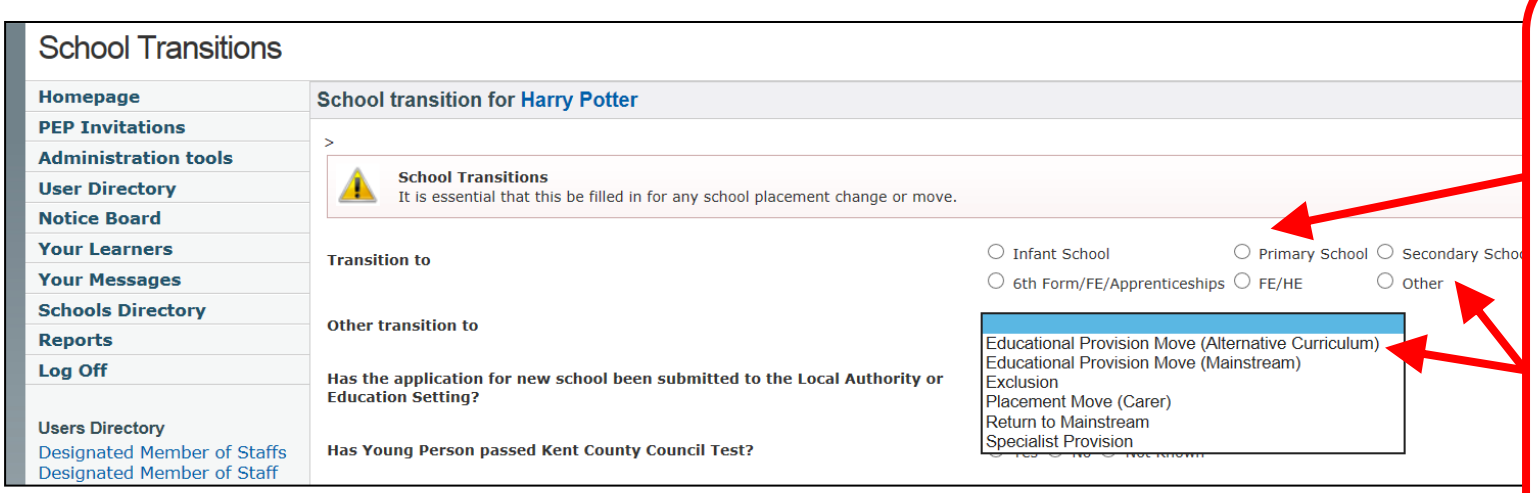

ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
View PEP for Harry Potter
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
View PEP
Use this page to view and manage details about a particular assessment.
PEP details have been updated.
Actions
Return to Service User Overview
View / Print Report
View / Print Education Summary Report
Delete PEP
Export PEP to XML File
PEP Details
Edit..
Description:
Initiated by: Remus Lupin
Question Group: Key Stage 3
PEP Type PEP 2
Year group: 9
Date started: 24/05/1997
Target date: 29/05/1997
Is complete: No
PEP Log
View all..
Date
10/10/2013 Basic information copied into assessment.
10/10/2013 Health Record was used to populate assessment.
10/10/2013 School transition 112 is connected to assessment.
10/10/2013 Content copied from previous PEP ID 5065
10/10/2013 PEP initiated by Remus Lupin
Young Person's Progress
47 of 47 questions have been answered
Professional Section
Professional
Special Needs
Progress Tracking
The progress tracking has been relocated in the The PEP Meeting section in the Professional Section.
Go to Professional Section
Attachments
Edit..
School Report Year 9 Term 1
PEP Notes
Edit..
PEP was successful in identifying targets for end of KS3 and looking ahead to KS4.
Harry has identified subjects he is interested in studying next year. He has a strong desire to stop Potions however it was made clear this is Mandatory until NEWT level.
125%
Please return to the 'View PEP' screen notes can be viewed here.
Other Professionals can add to these notes you will be able to see any amendments.

19) Entering a Transition Record to a Young Person

'School Transitions', in the 'Service User Overview', is where the designated teacher or social worker records transition details. Transition records can and should be entered at any time.

Any school move should be recorded here, normally the designated teacher will do this. If the young person has been out of education or the social worker has knowledge of school choices when the young person is starting at infant/primary/secondary school they would fill this in. As soon as transition arrangements are discussed a record should be opened. If a transition is already opened by a DT you can still click the small orange arrow and edit the transition filling in any gaps you may be aware off.

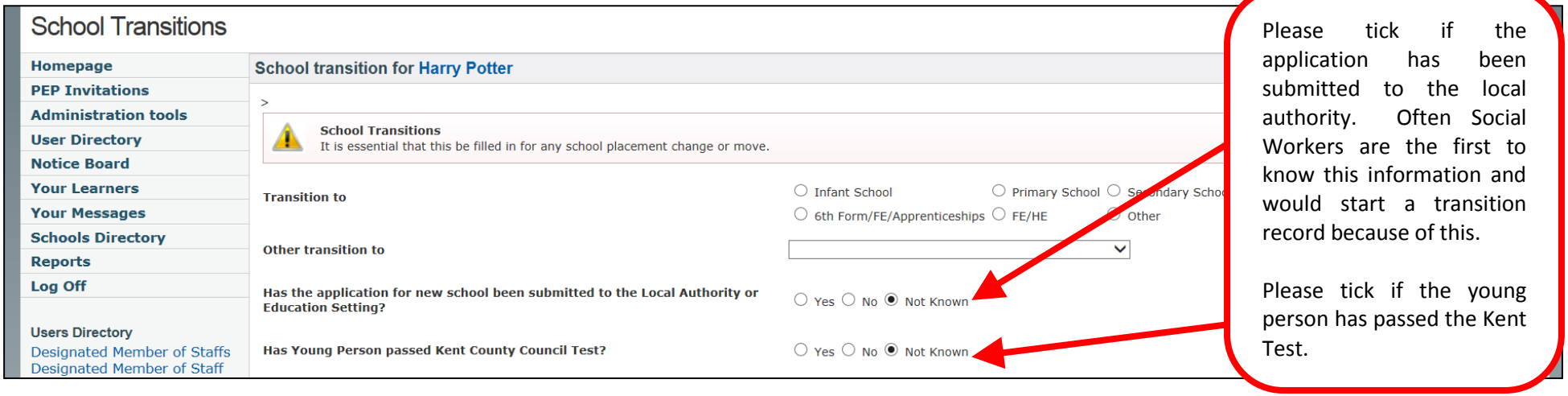




Please select where the Young Person is moving (transitioning) to.

Please note there are tick boxes are for transitional phase's traditional young people experience.

If the transition is for another reason please tick 'Other' and select, from the drop down box, the type of non-traditional transition.

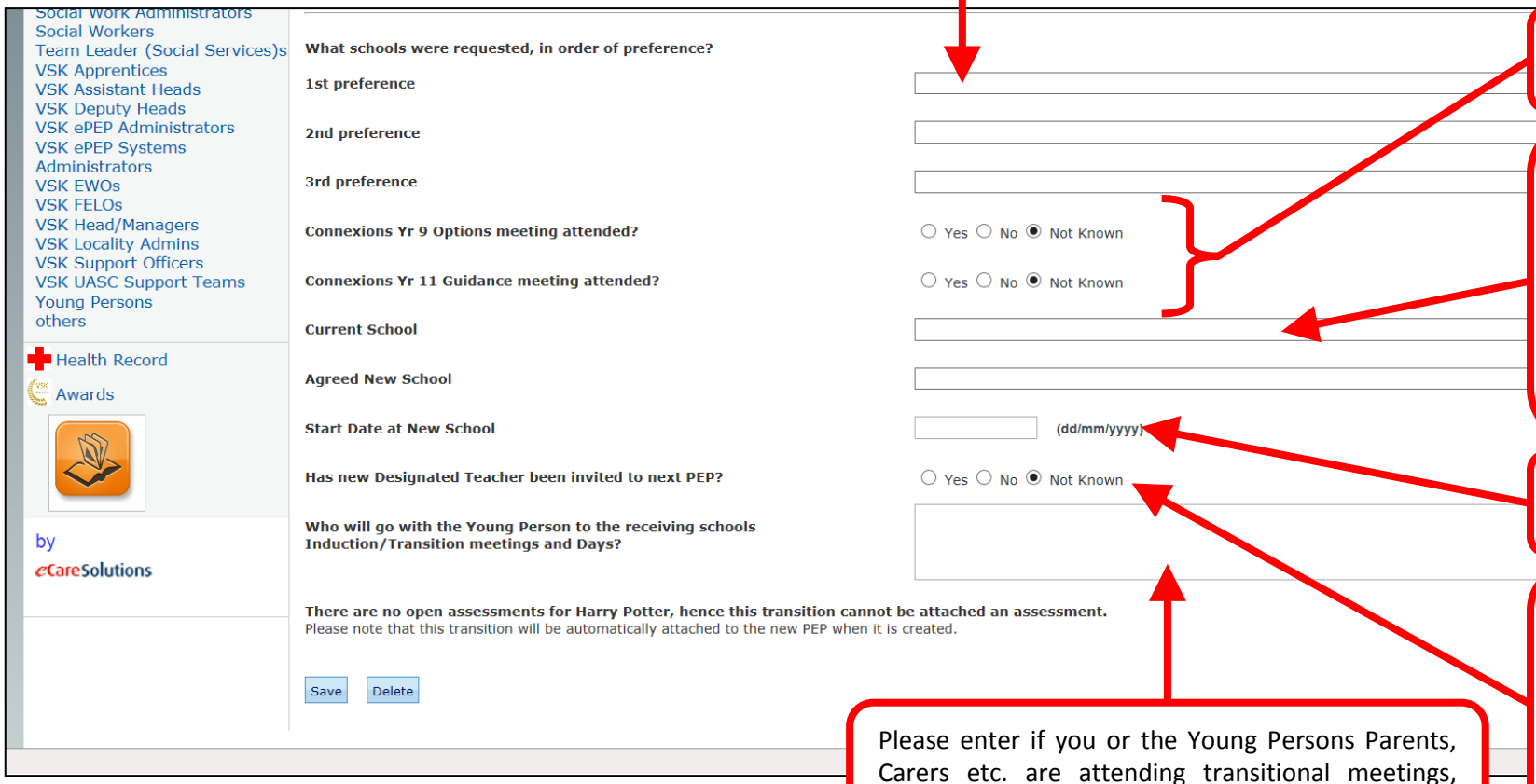


Please tick if the application has been submitted to the local authority. Often Social Workers are the first to know this information and would start a transition record because of this.

Please tick if the young person has passed the Kent Test.

Please enter the school requested in order of preference. You need to select the school from the drop down box. Please make sure that the correct school is selected (when more than on school has the same name please check the school locality)

All KCC schools and most OLA schools are on this list. If the school is not on the list please contact the VSK ePEP team who will add the school.


Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
by
eCareSolutions
What schools were requested, in order of preference?
1st preference
2nd preference
3rd preference
Connexions Yr 9 Options meeting attended?
Yes No Not Known
Connexions Yr 11 Guidance meeting attended?
Yes No Not Known
Current School
Agreed New School
Start Date at New School
(dd/mm/yyyy)
Has new Designated Teacher been invited to next PEP?
Yes No Not Known
Who will go with the Young Person to the receiving schools Induction/Transition meetings and Days?
There are no open assessments for Harry Potter, hence this transition cannot be attached an assessment.
Please note that this transition will be automatically attached to the new PEP when it is created.
Save
Delete

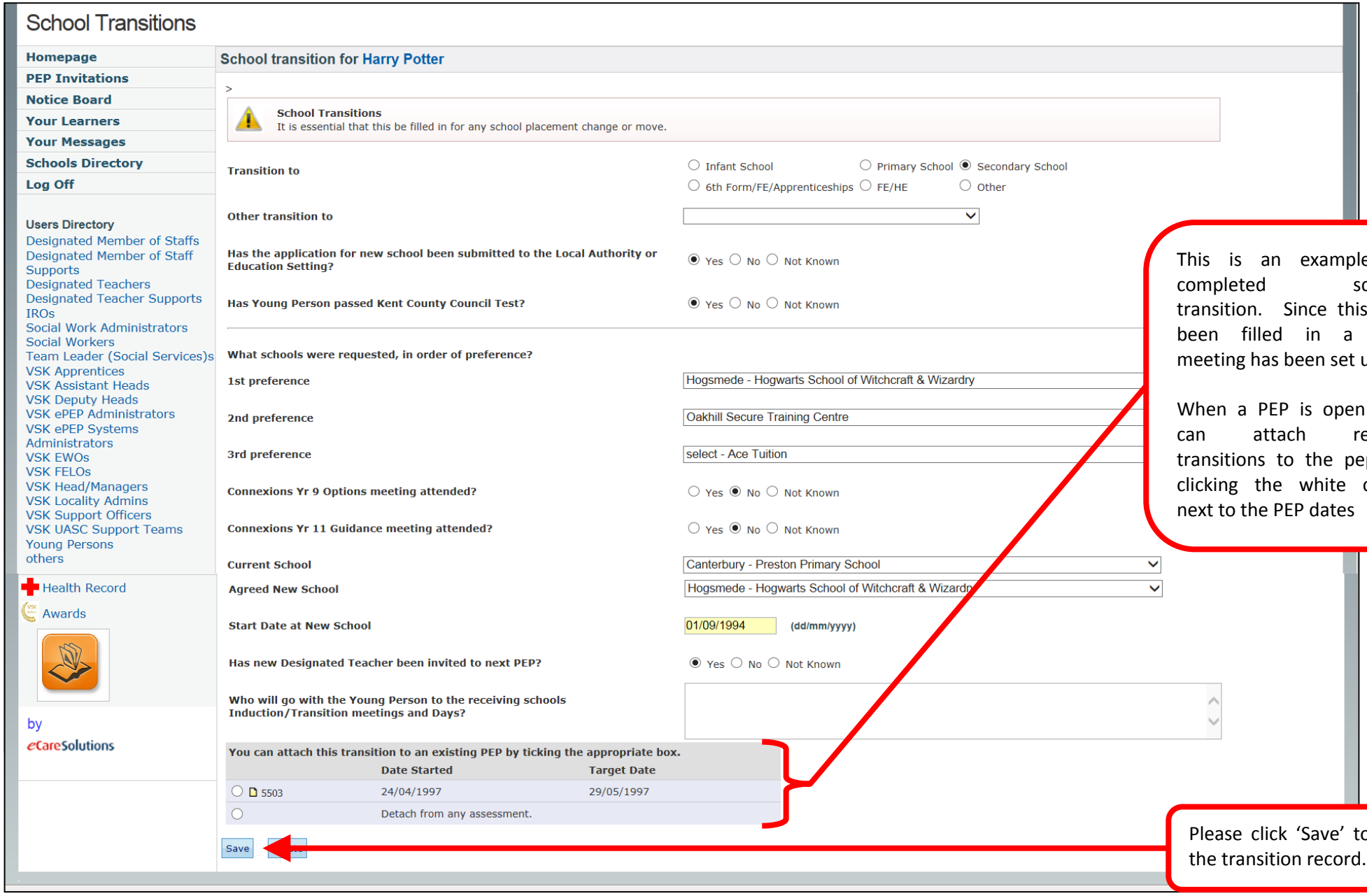
This section will be filled out by the school.

Please select the "Current School" and "Agreed New School" from the drop down box.
If the school is not on the list please contact the VSK ePEP team who will add them.

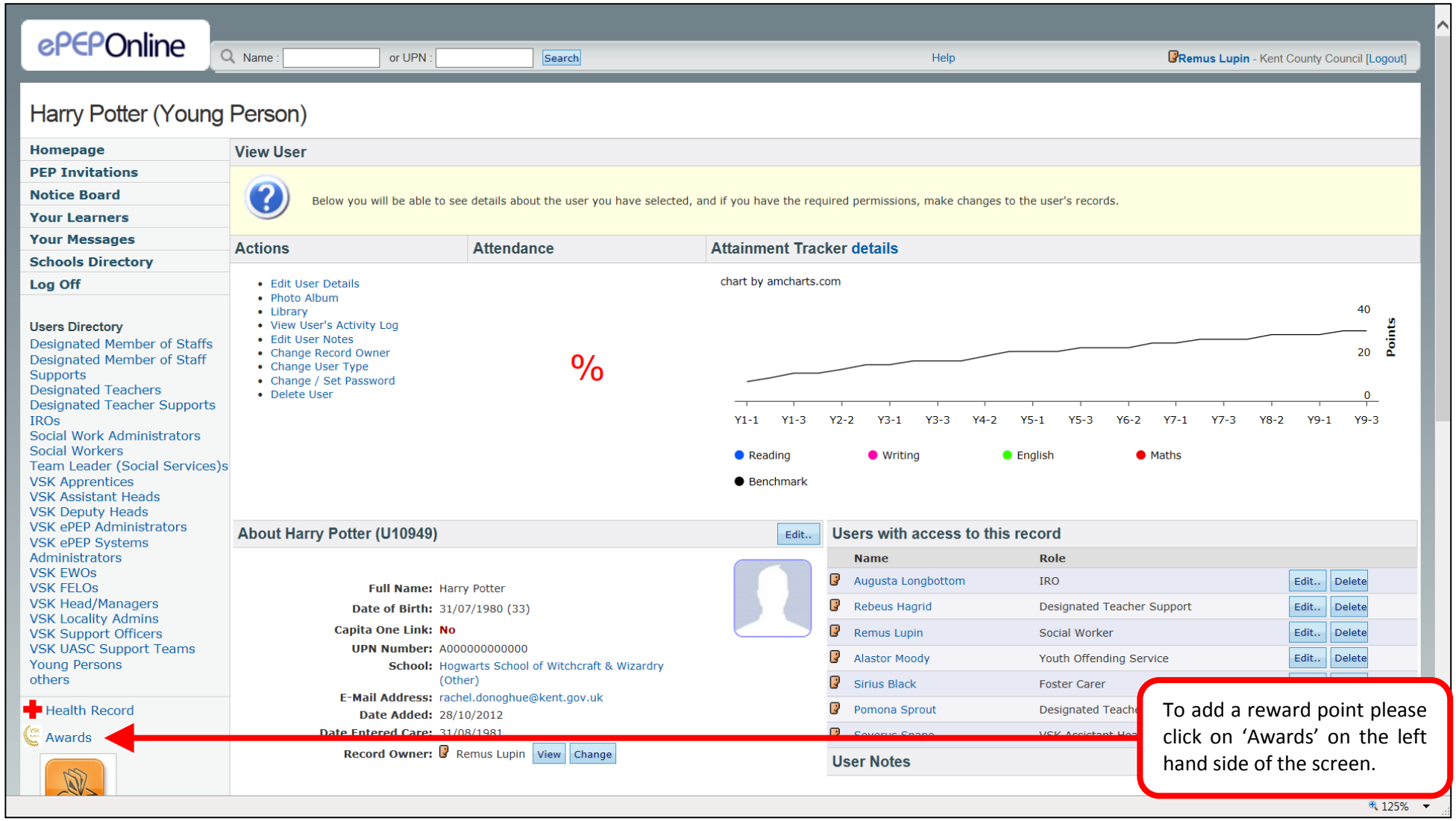
Please enter the start date for the new school here.

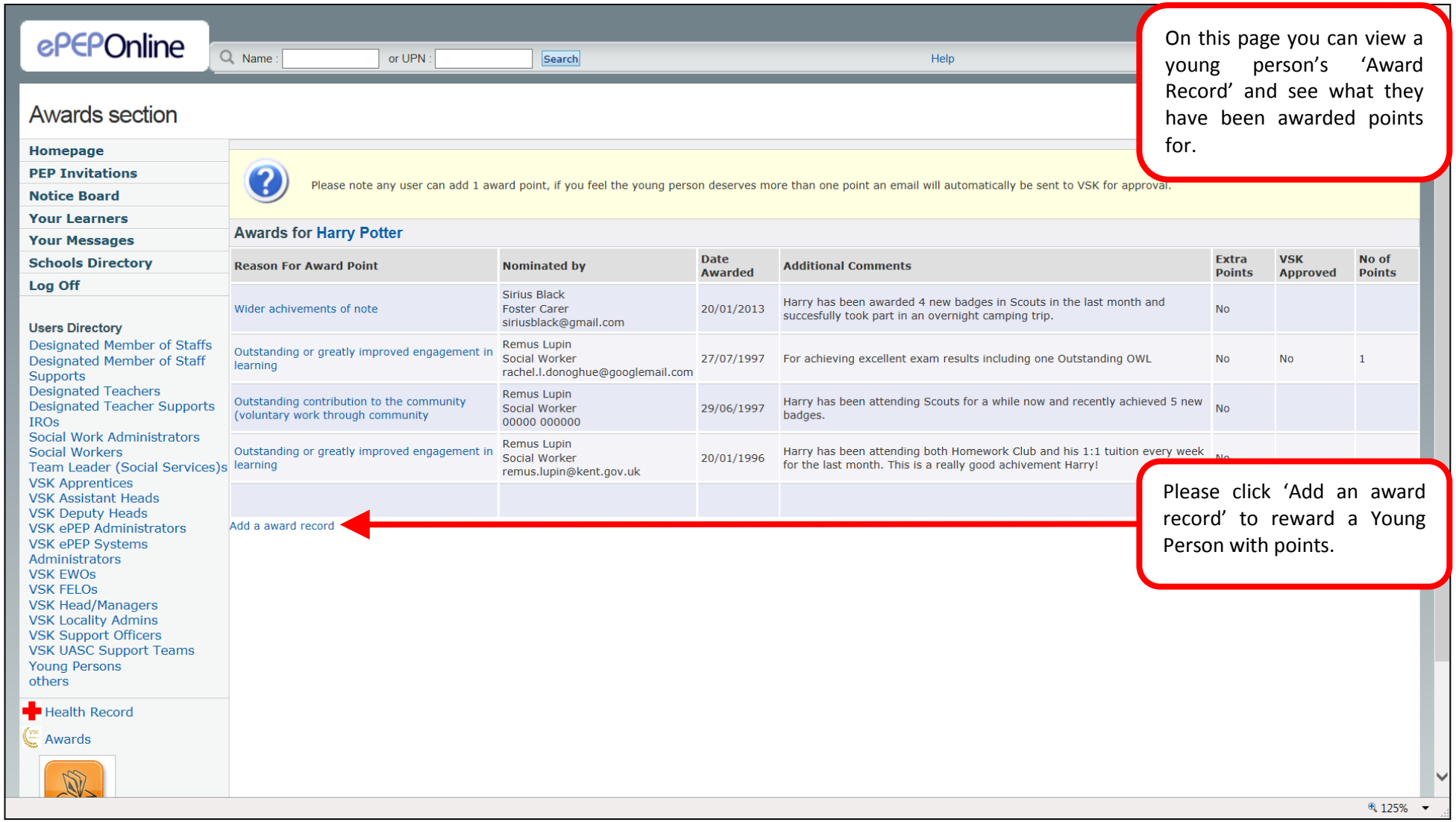
Often the new incoming DT will attend the last PEP meeting or the outgoing DT will attend the first PEP at the new school. Please remember to tick if they have been invited.

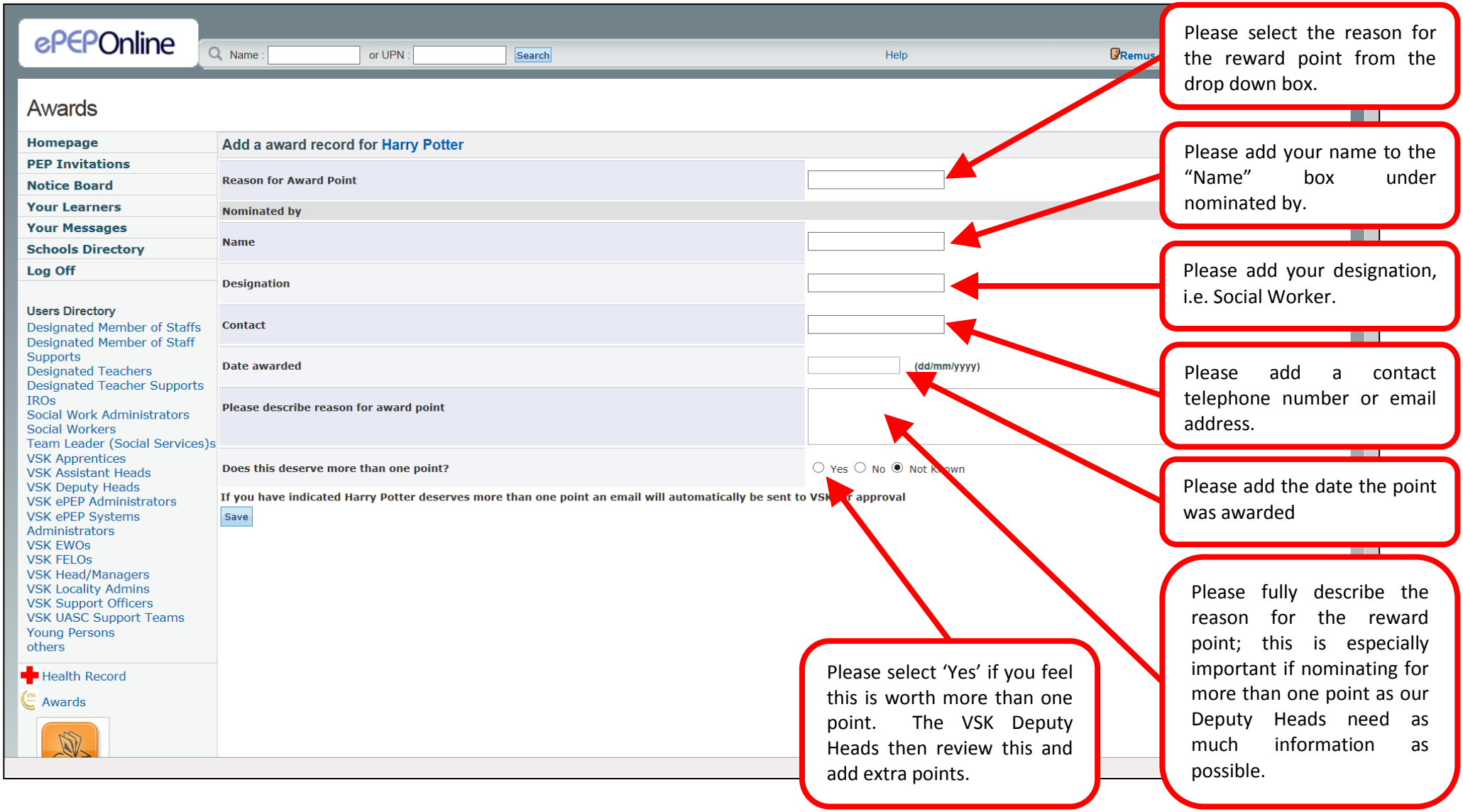
Please enter if you or the Young Persons Parents, Carers etc. are attending transitional meetings, open days etc. with the young person.


School Transitions
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
by
eCareSolutions
School transition for Harry Potter
School Transitions
It is essential that this be filled in for any school placement change or move.
Transition to
Infant School
Primary School
Secondary School
6th Form/FE/Apprenticeships
FE/HE
Other
Other transition to
Has the application for new school been submitted to the Local Authority or Education Setting?
Yes
No
Not Known
Has Young Person passed Kent County Council Test?
Yes
No
Not Known
What schools were requested, in order of preference?
1st preference
Hogsmede - Hogwarts School of Witchcraft & Wizardry
2nd preference
Oakhill Secure Training Centre
3rd preference
select - Ace Tuition
Connexions Yr 9 Options meeting attended?
Yes
No
Not Known
Connexions Yr 11 Guidance meeting attended?
Yes
No
Not Known
Current School
Canterbury - Preston Primary School
Agreed New School
Hogsmede - Hogwarts School of Witchcraft & Wizardry
Start Date at New School
01/09/1994
(dd/mm/yyyy)
Has new Designated Teacher been invited to next PEP?
Yes
No
Not Known
Who will go with the Young Person to the receiving schools Induction/Transition meetings and Days?
You can attach this transition to an existing PEP by ticking the appropriate box.
Date Started
Target Date
5503
24/04/1997
29/05/1997
Detach from any assessment.
Save
This is an example of completed school transition. Since this has been filled in a PEP meeting has been set up.
When a PEP is open you can attach recent transitions to the pep by clicking the white circle next to the PEP dates
Please click ‘Save’ to save the transition record.

20) Awarding Reward Points to a Young Person




ePEPOnline
Name :
or UPN :
Search
Help
Awards section
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Please note any user can add 1 award point, if you feel the young person deserves more than one point an email will automatically be sent to VSK for approval.
Awards for Harry Potter
Reason For Award Point
Nominated by
Date Awarded
Additional Comments
Extra Points
VSK Approved
No of Points
Wider achivements of note
Sirius Black
Foster Carer
siriusblack@gmail.com
20/01/2013
Harry has been awarded 4 new badges in Scouts in the last month and succesfully took part in an overnight camping trip.
No
Outstanding or greatly improved engagement in learning
Remus Lupin
Social Worker
rachel.l.donoghue@googlemail.com
27/07/1997
For achieving excellent exam results including one Outstanding OWL
No
No
1
Outstanding contribution to the community (voluntary work through community
Remus Lupin
Social Worker
00000 000000
29/06/1997
Harry has been attending Scouts for a while now and recently achieved 5 new badges.
No
Outstanding or greatly improved engagement in learning
Remus Lupin
Social Worker
remus.lupin@kent.gov.uk
20/01/1996
Harry has been attending both Homework Club and his 1:1 tuition every week for the last month. This is a really good achivement Harry!
Add a award record
On this page you can view a young person's 'Award Record' and see what they have been awarded points for.
Please click 'Add an award record' to reward a Young Person with points.
125%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Name :
or UPN :
Search
Help
Remus
Awards
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
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Users Directory
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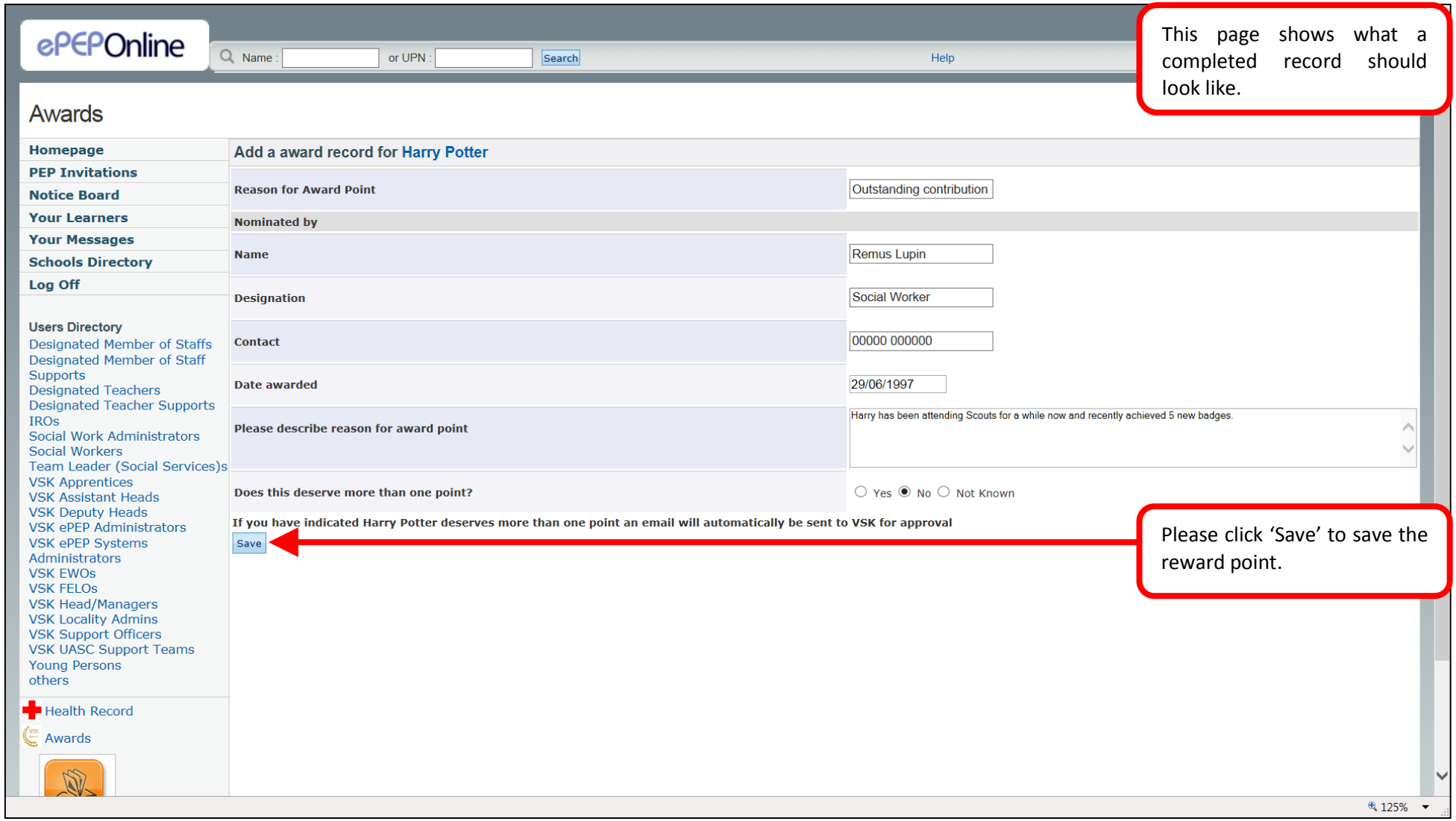
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Add a award record for Harry Potter
Reason for Award Point
Nominated by
Name
Designation
Contact
Date awarded
(dd/mm/yyyy)
Please describe reason for award point
Does this deserve more than one point?
Yes
No
Not Known
If you have indicated Harry Potter deserves more than one point an email will automatically be sent to VSK for approval
Save
Please select the reason for the reward point from the drop down box.
Please add your name to the "Name" box under nominated by.
Please add your designation, i.e. Social Worker.
Please add a contact telephone number or email address.
Please add the date the point was awarded
Please fully describe the reason for the reward point; this is especially important if nominating for more than one point as our Deputy Heads need as much information as possible.
Please select 'Yes' if you feel this is worth more than one point. The VSK Deputy Heads then review this and add extra points.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or UPN :
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Help
Awards
Homepage
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Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
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Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
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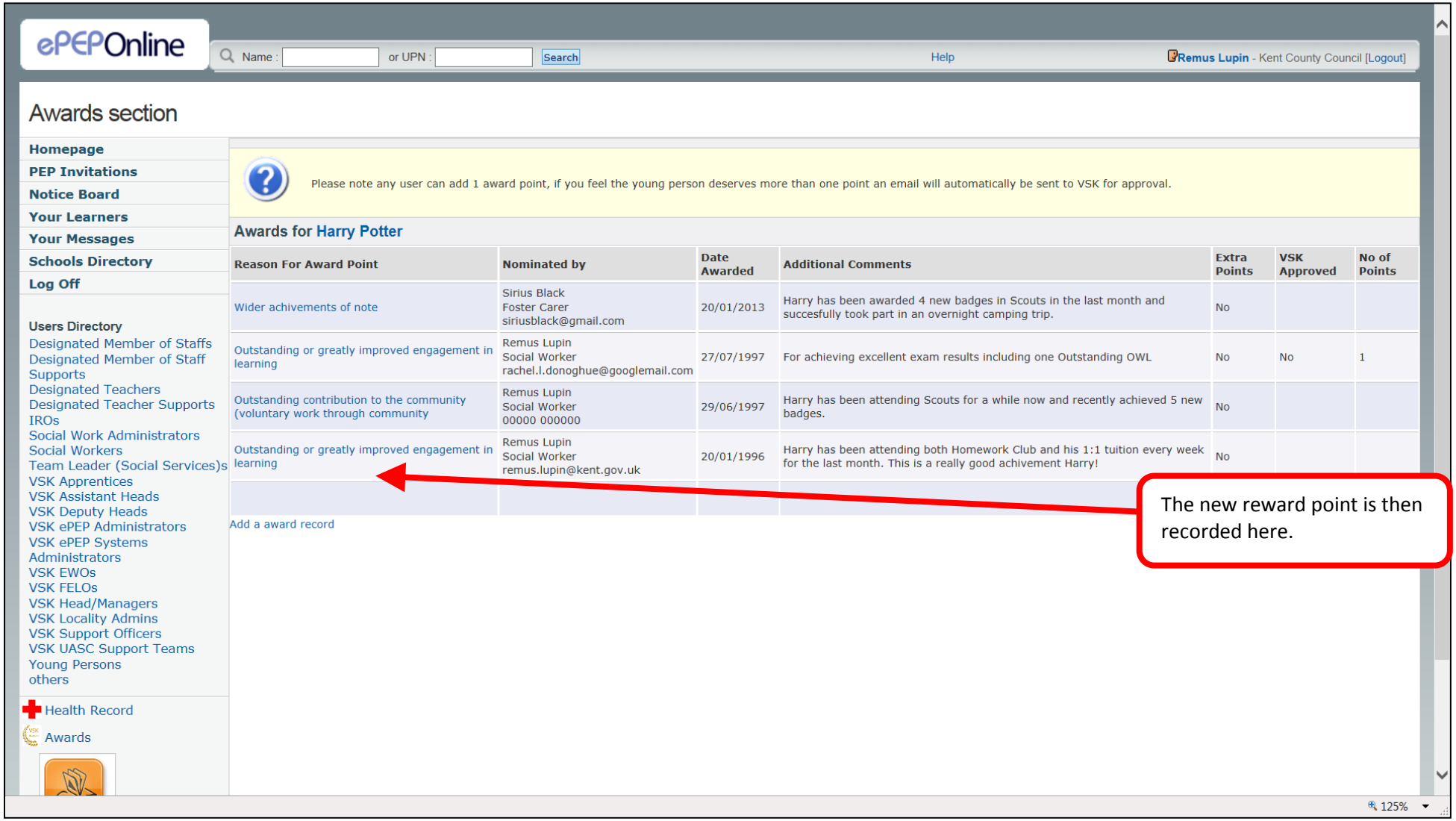
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Add a award record for Harry Potter
Reason for Award Point
Outstanding contribution
Nominated by
Name
Remus Lupin
Designation
Social Worker
Contact
00000 000000
Date awarded
29/06/1997
Please describe reason for award point
Harry has been attending Scouts for a while now and recently achieved 5 new badges.
Does this deserve more than one point?
Yes
No
Not Known
If you have indicated Harry Potter deserves more than one point an email will automatically be sent to VSK for approval
Save
125%
This page shows what a completed record should look like.
Please click ‘Save’ to save the reward point.


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Awards section
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
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Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Please note any user can add 1 award point, if you feel the young person deserves more than one point an email will automatically be sent to VSK for approval.
Awards for Harry Potter
Reason For Award Point
Nominated by
Date Awarded
Additional Comments
Extra Points
VSK Approved
No of Points
Wider achivements of note
Sirius Black
Foster Carer
siriusblack@gmail.com
20/01/2013
Harry has been awarded 4 new badges in Scouts in the last month and succesfully took part in an overnight camping trip.
No
Outstanding or greatly improved engagement in learning
Remus Lupin
Social Worker
rachel.l.donoghue@googlemail.com
27/07/1997
For achieving excellent exam results including one Outstanding OWL
No
No
1
Outstanding contribution to the community (voluntary work through community
Remus Lupin
Social Worker
00000 000000
29/06/1997
Harry has been attending Scouts for a while now and recently achieved 5 new badges.
No
Outstanding or greatly improved engagement in learning
Remus Lupin
Social Worker
remus.lupin@kent.gov.uk
20/01/1996
Harry has been attending both Homework Club and his 1:1 tuition every week for the last month. This is a really good achivement Harry!
No
Add a award record
The new reward point is then recorded here.
125%

Using the Time Tracker

The new PEP allows us a unique opportunity to collect pictures and documents for a young person.

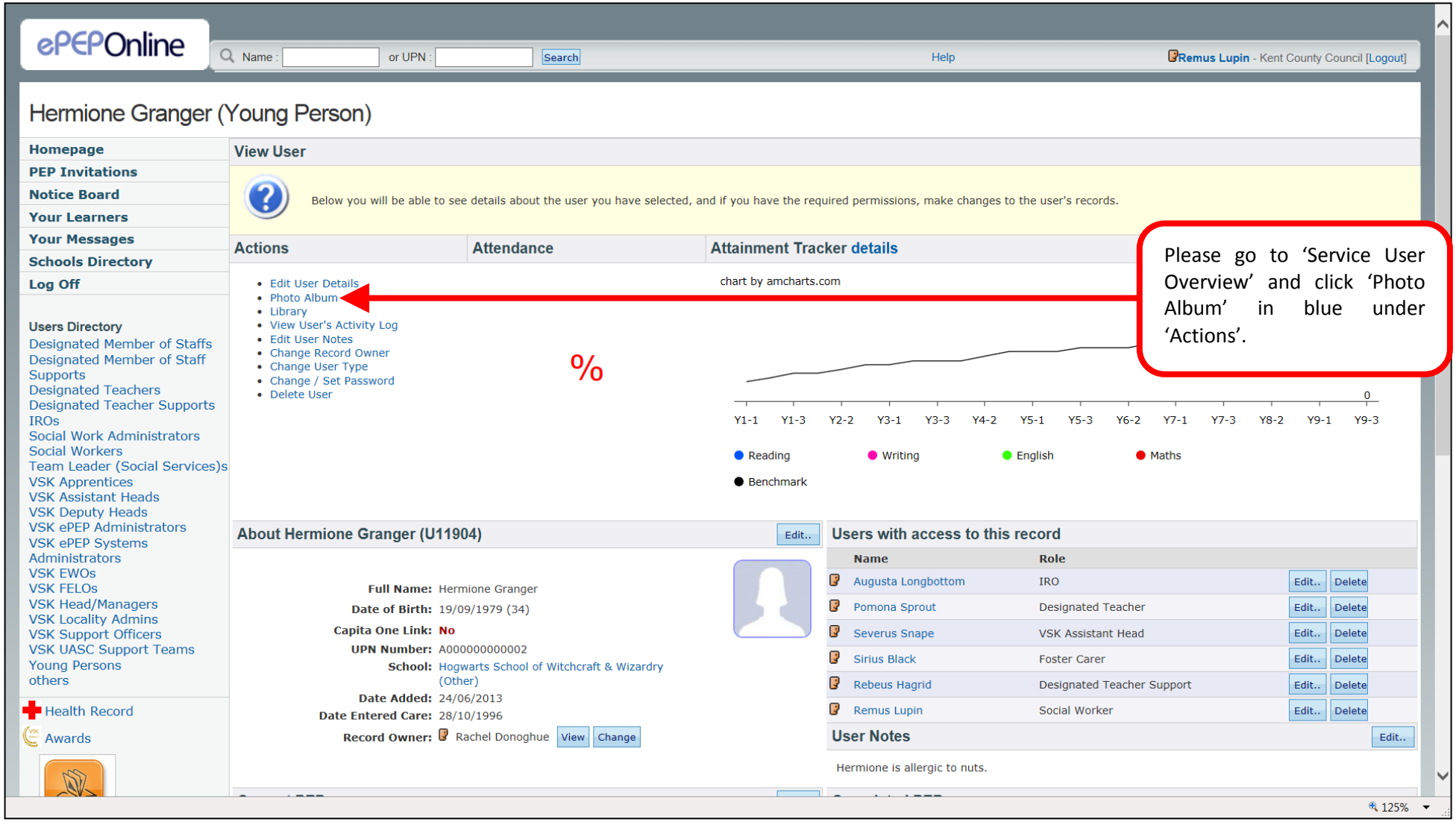
Any adult can add pictures (for example from a school trip or a day out with carers), or documents (for example a school report or an excellent piece of work).

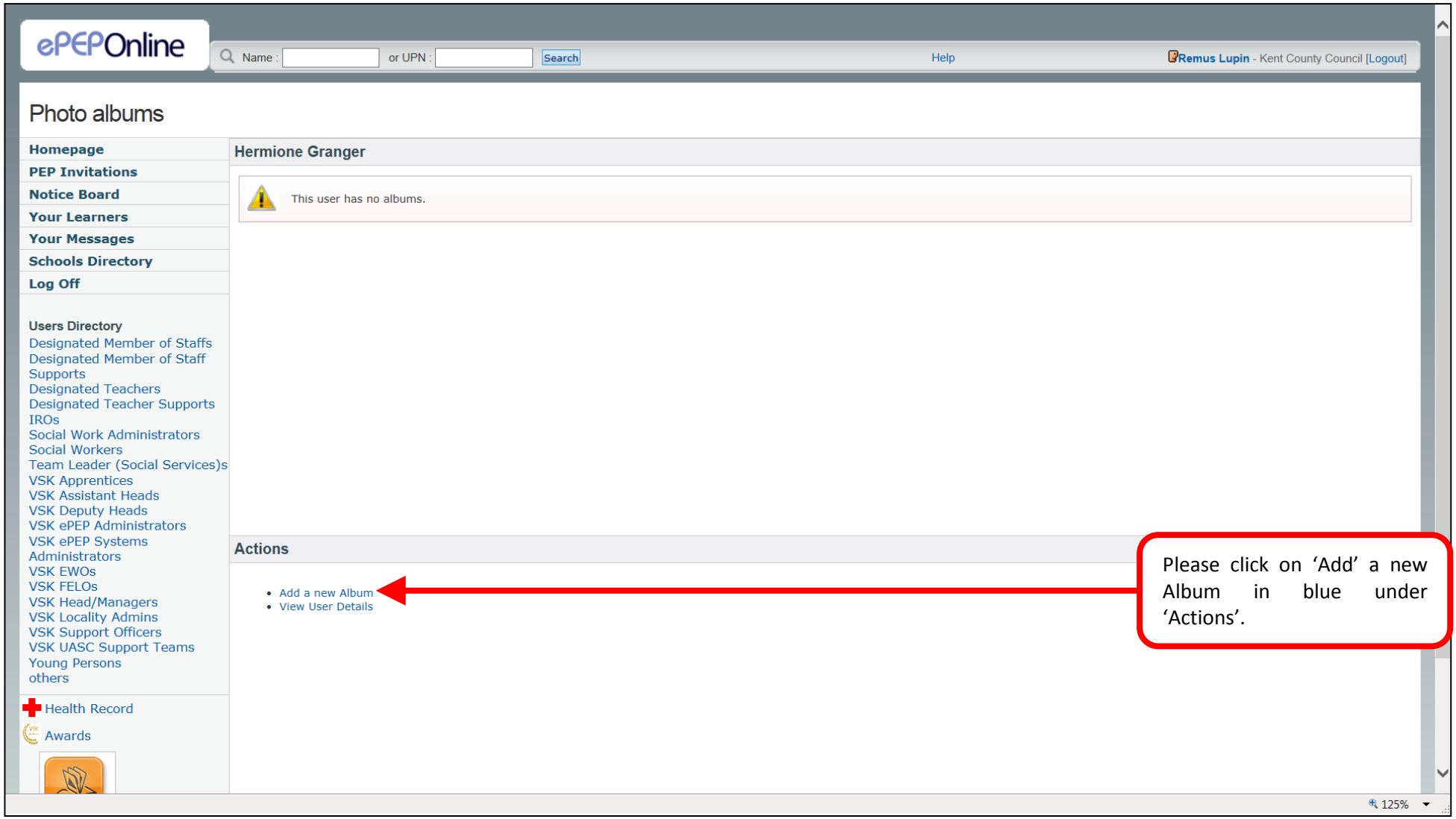
This section shows how to add pictures and documents to a young person on the ePEP system and how to use the 'Time tracker'.

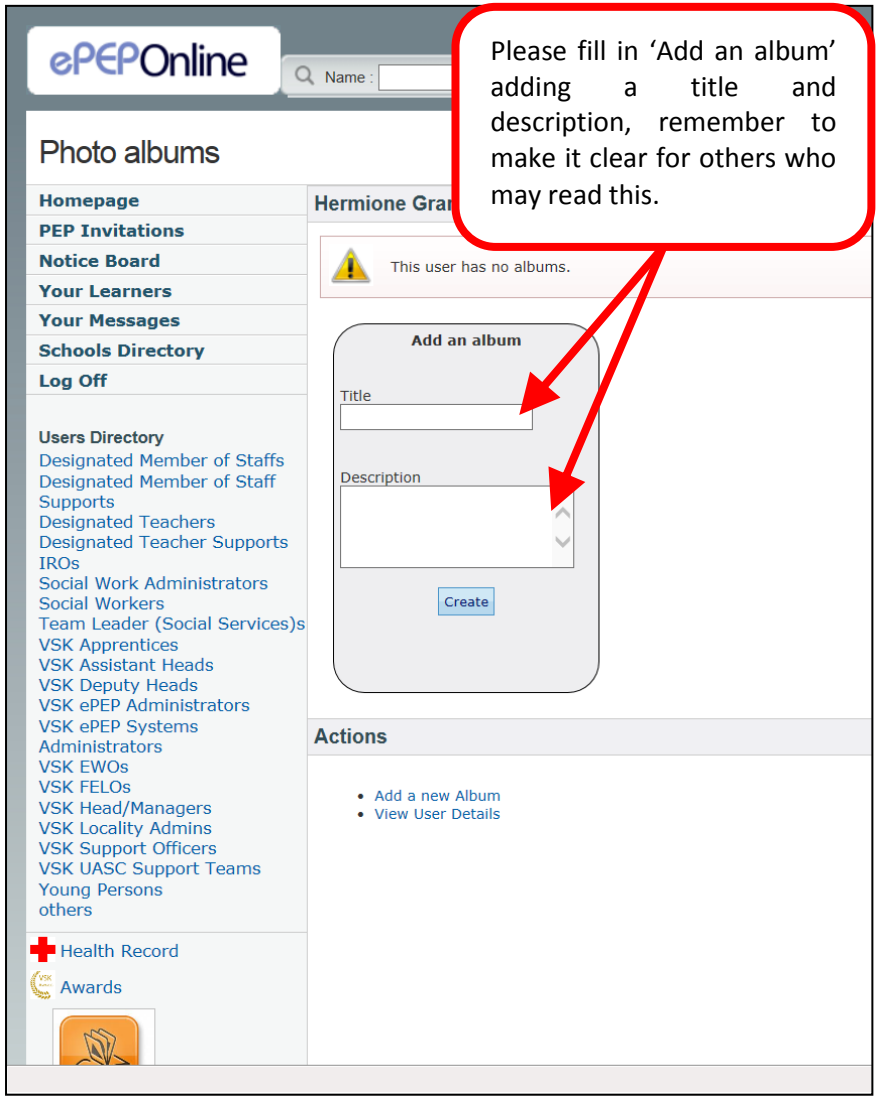
The 'Time Tracker' is a way to add selected documents and pictures to a specific point in time.

This acts like a diary of events in the Young Person's life with pictures and documents they can explore now and in years to come.

21) Adding an Album to a Young Person




ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Photo albums
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Hermione Granger
This user has no albums.
Actions
Add a new Album
View User Details
Please click on 'Add' a new Album in blue under 'Actions'.
125%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PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
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Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
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Team Leader (Social Services)s
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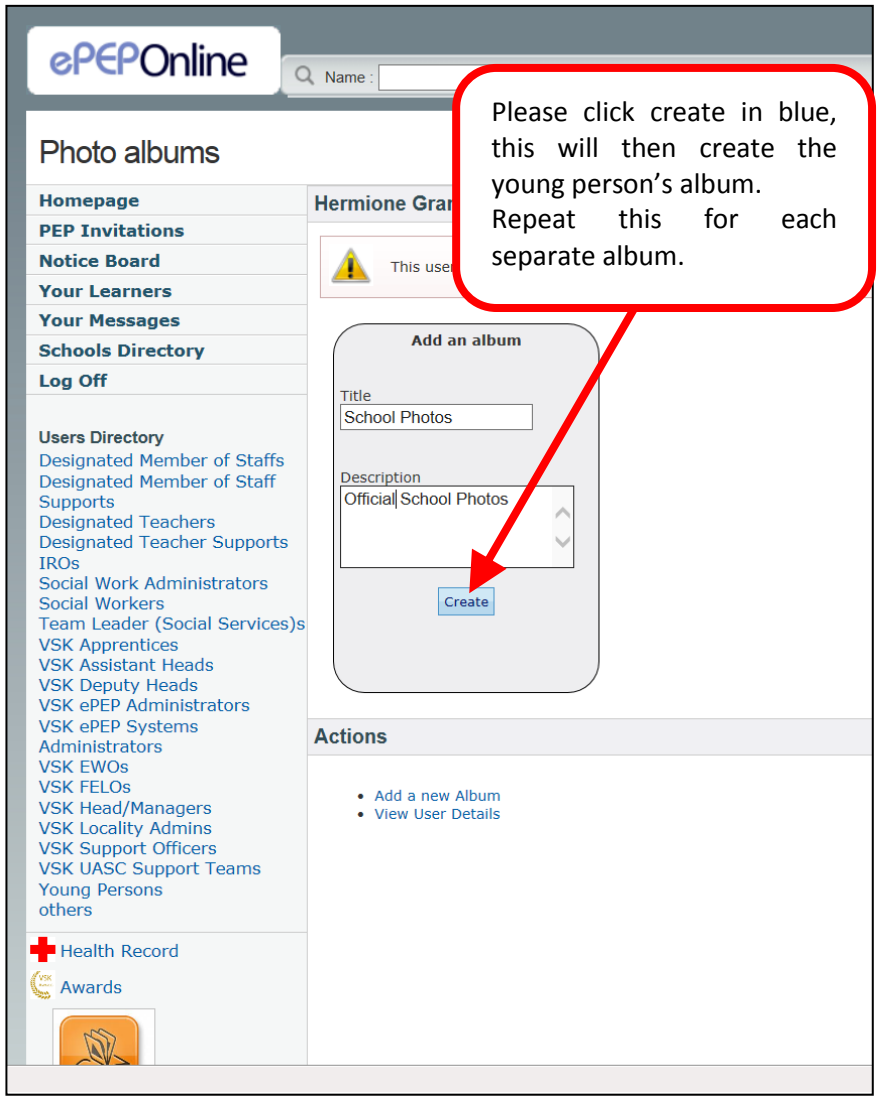
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Hermione Gra
This user has no albums.
Add an album
Title
Description
Create
Actions
Add a new Album
View User Details
Please fill in 'Add an album' adding a title and description, remember to make it clear for others who may read this.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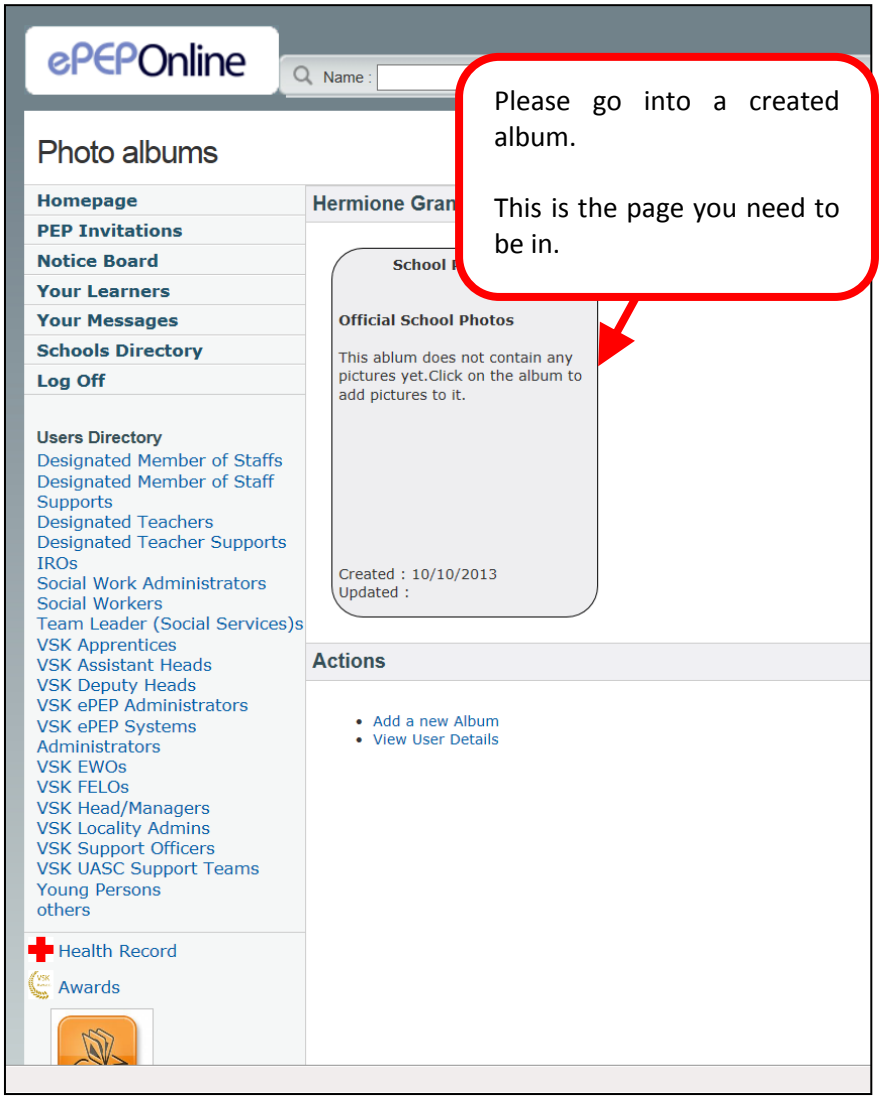
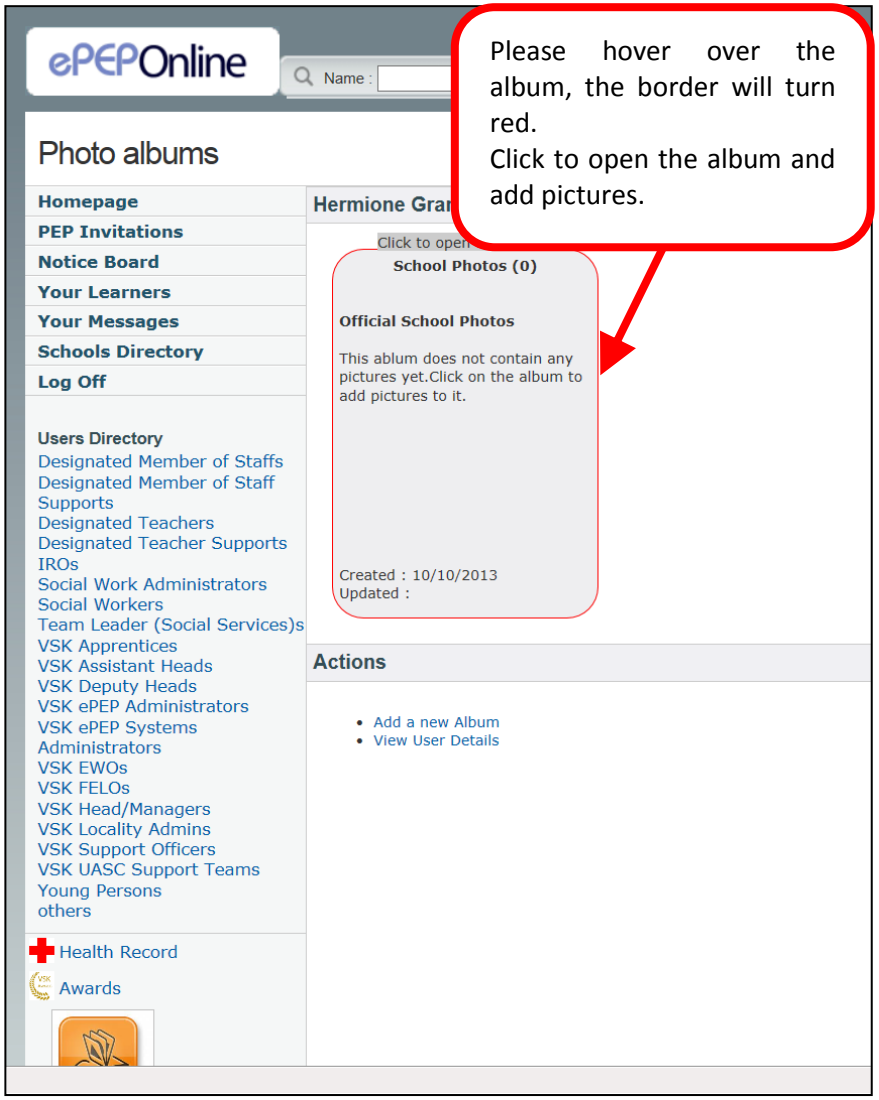
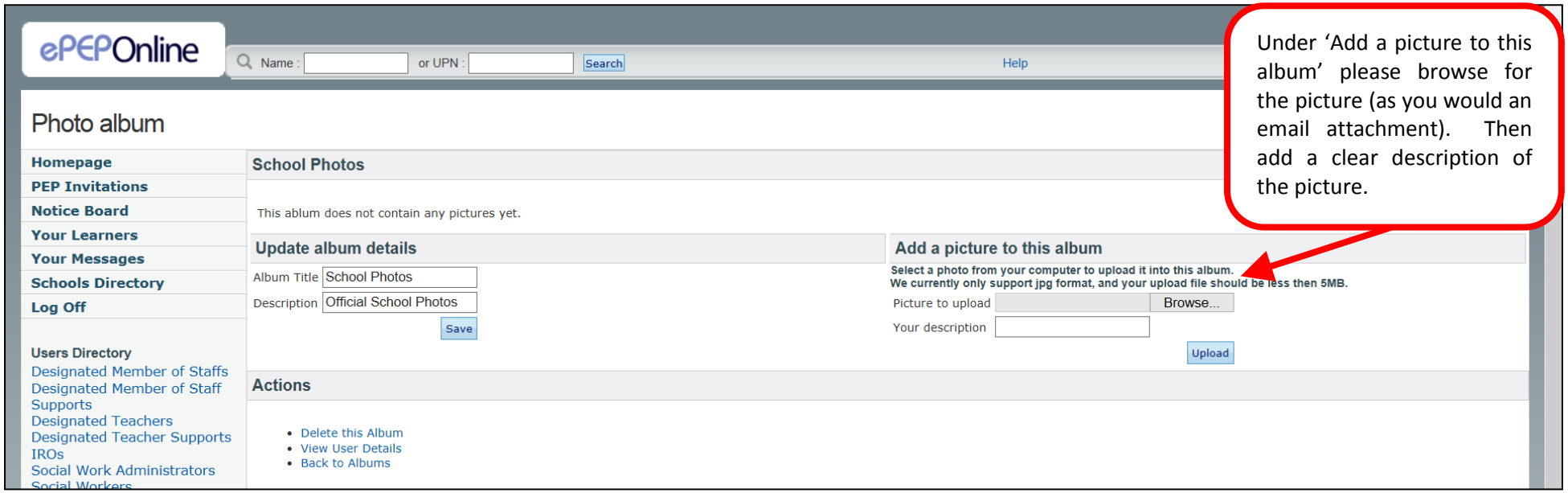
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Hermione Gra
Add an album
Title
School Photos
Description
Official School Photos
Create
Actions
Add a new Album
View User Details
Please click create in blue, this will then create the young person's album.
Repeat this for each separate album.

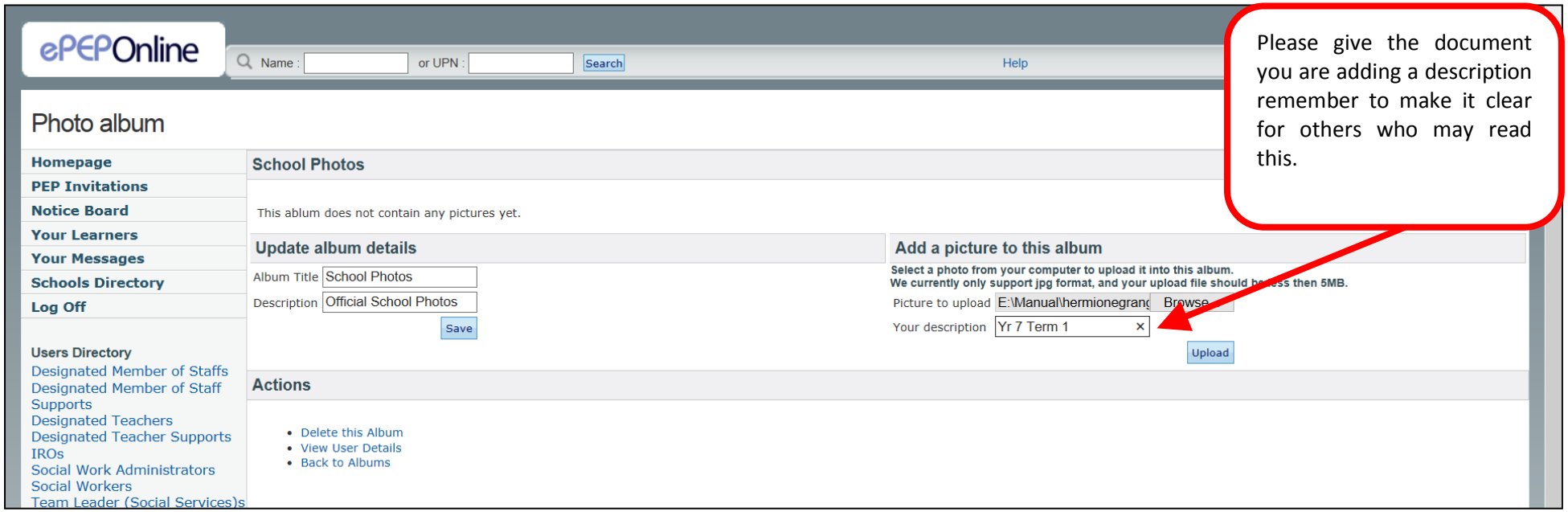
22) Adding Pictures to a Young Persons Album



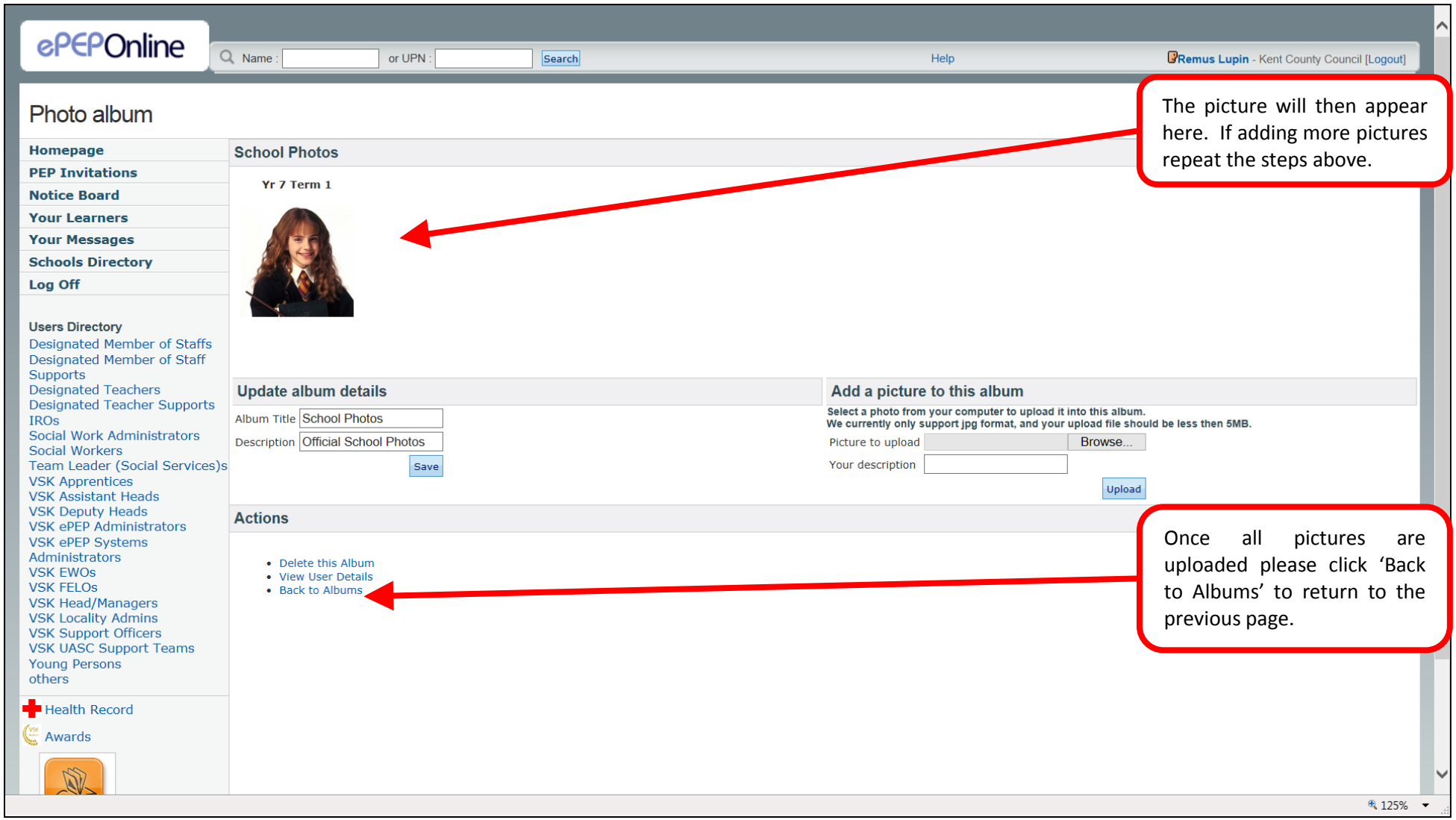




Under 'Add a picture to this album' please browse for the picture (as you would an email attachment). Then add a clear description of the picture.



Please give the document you are adding a description remember to make it clear for others who may read this.


ePEPOnline
Name :
or UPN :
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Remus Lupin - Kent County Council [Logout]
Photo album
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
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Users Directory
Designated Member of Staffs
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Social Workers
Team Leader (Social Services)s
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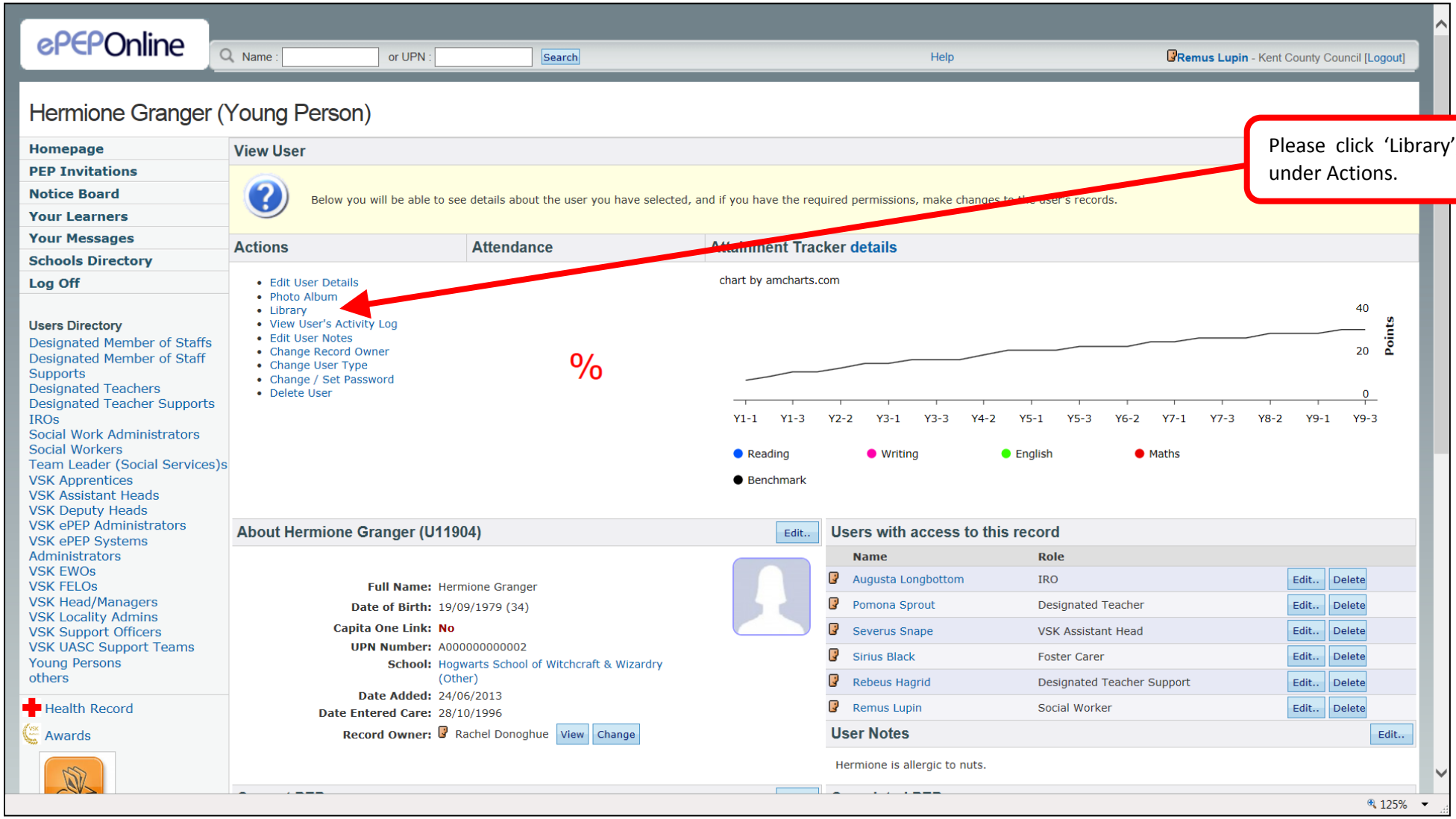
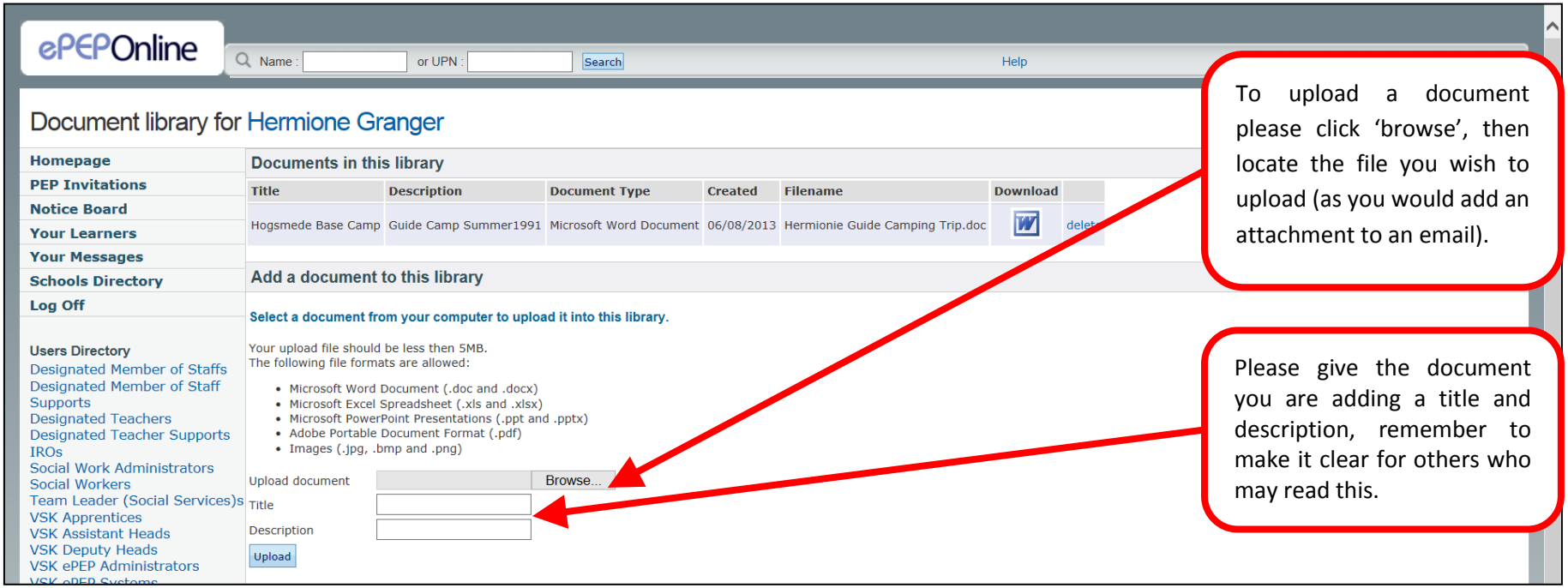
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
School Photos
Yr 7 Term 1
Update album details
Album Title
School Photos
Description
Official School Photos
Save
Add a picture to this album
Select a photo from your computer to upload it into this album.
We currently only support jpg format, and your upload file should be less then 5MB.
Picture to upload
Browse...
Your description
Upload
Actions
Delete this Album
View User Details
Back to Albums
125%
The picture will then appear here. If adding more pictures repeat the steps above.
Once all pictures are uploaded please click 'Back to Albums' to return to the previous page.

23) Adding Documents to a Young Persons Library




ePEPOnline
Name :
or UPN :
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Help
Document library for Hermione Granger
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
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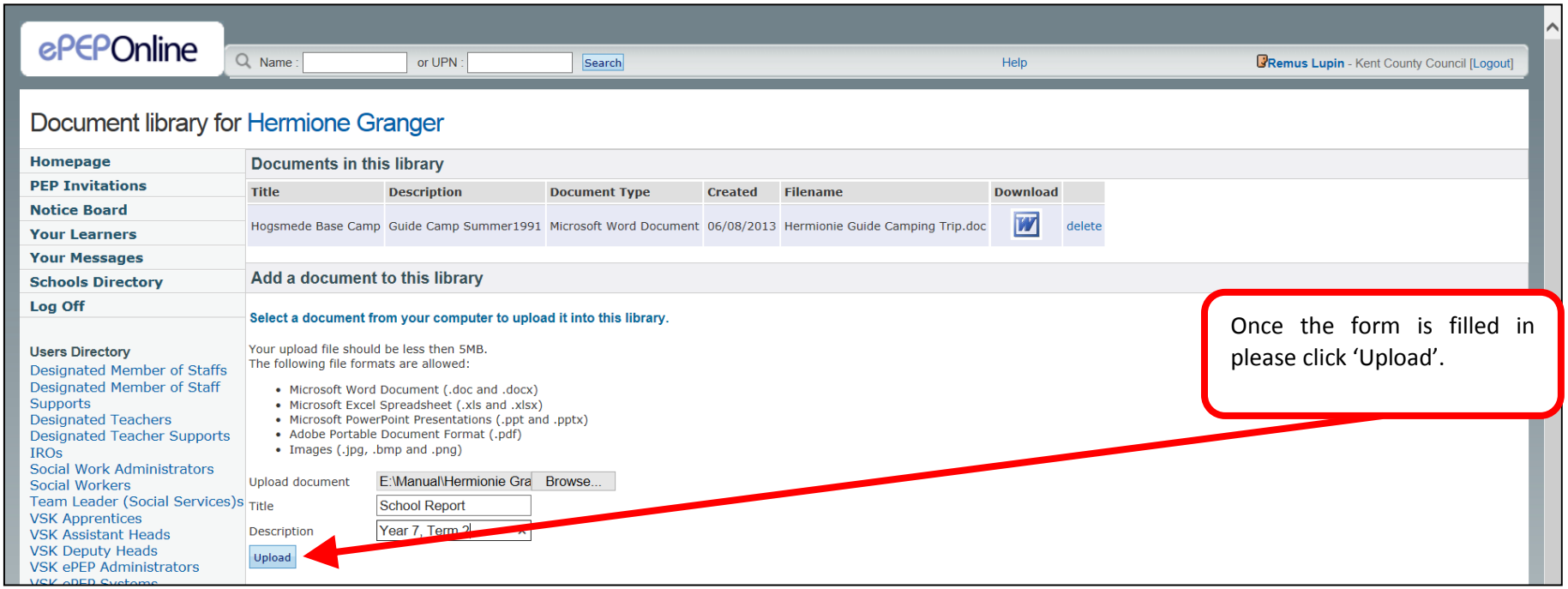
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
Documents in this library
Title
Description
Document Type
Created
Filename
Download
Hogsmede Base Camp
Guide Camp Summer1991
Microsoft Word Document
06/08/2013
Hermionie Guide Camping Trip.doc
delete
Add a document to this library
Select a document from your computer to upload it into this library.
Your upload file should be less then 5MB.
The following file formats are allowed:
Microsoft Word Document (.doc and .docx)
Microsoft Excel Spreadsheet (.xls and .xlsx)
Microsoft PowerPoint Presentations (.ppt and .pptx)
Adobe Portable Document Format (.pdf)
Images (.jpg, .bmp and .png)
Upload document
Browse...
Title
Description
Upload
To upload a document please click 'browse', then locate the file you wish to upload (as you would add an attachment to an email).
Please give the document you are adding a title and description, remember to make it clear for others who may read this.


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Document library for Hermione Granger
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
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IROs
Social Work Administrators
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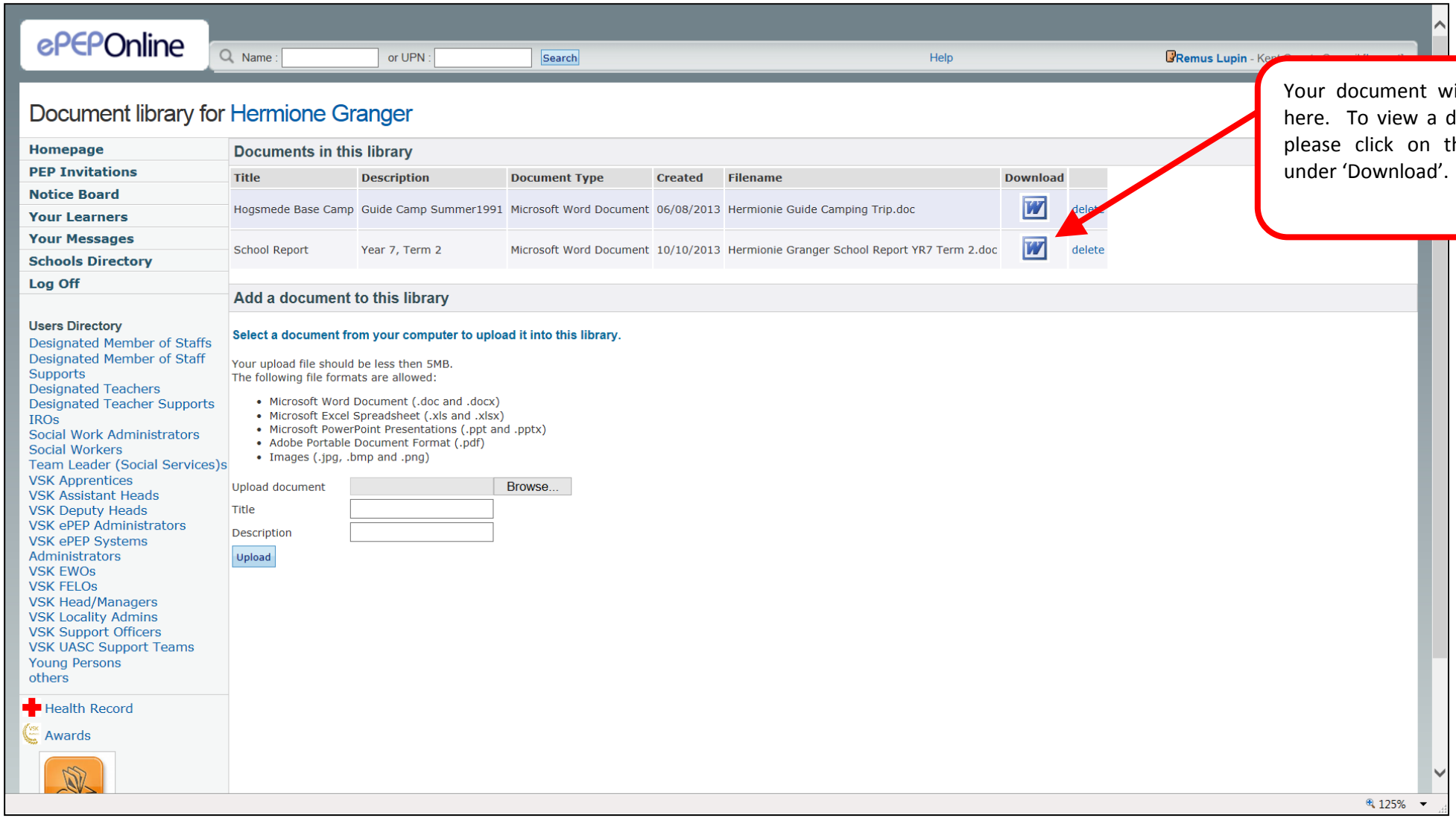
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
Documents in this library
Title
Description
Document Type
Created
Filename
Download
Hogsmede Base Camp
Guide Camp Summer1991
Microsoft Word Document
06/08/2013
Hermionie Guide Camping Trip.doc
delete
Add a document to this library
Select a document from your computer to upload it into this library.
Your upload file should be less then 5MB.
The following file formats are allowed:
Microsoft Word Document (.doc and .docx)
Microsoft Excel Spreadsheet (.xls and .xlsx)
Microsoft PowerPoint Presentations (.ppt and .pptx)
Adobe Portable Document Format (.pdf)
Images (.jpg, .bmp and .png)
Upload document
E:\Manual\Hermionie Gra
Browse...
Title
School Report
Description
Year 7, Term 2
Upload
Once the form is filled in please click 'Upload'.


ePEPOnline
Name :
or UPN :
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Help
Remus Lupin
Document library for Hermione Granger
Homepage
PEP Invitations
Notice Board
Your Learners
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Designated Teachers
Designated Teacher Supports
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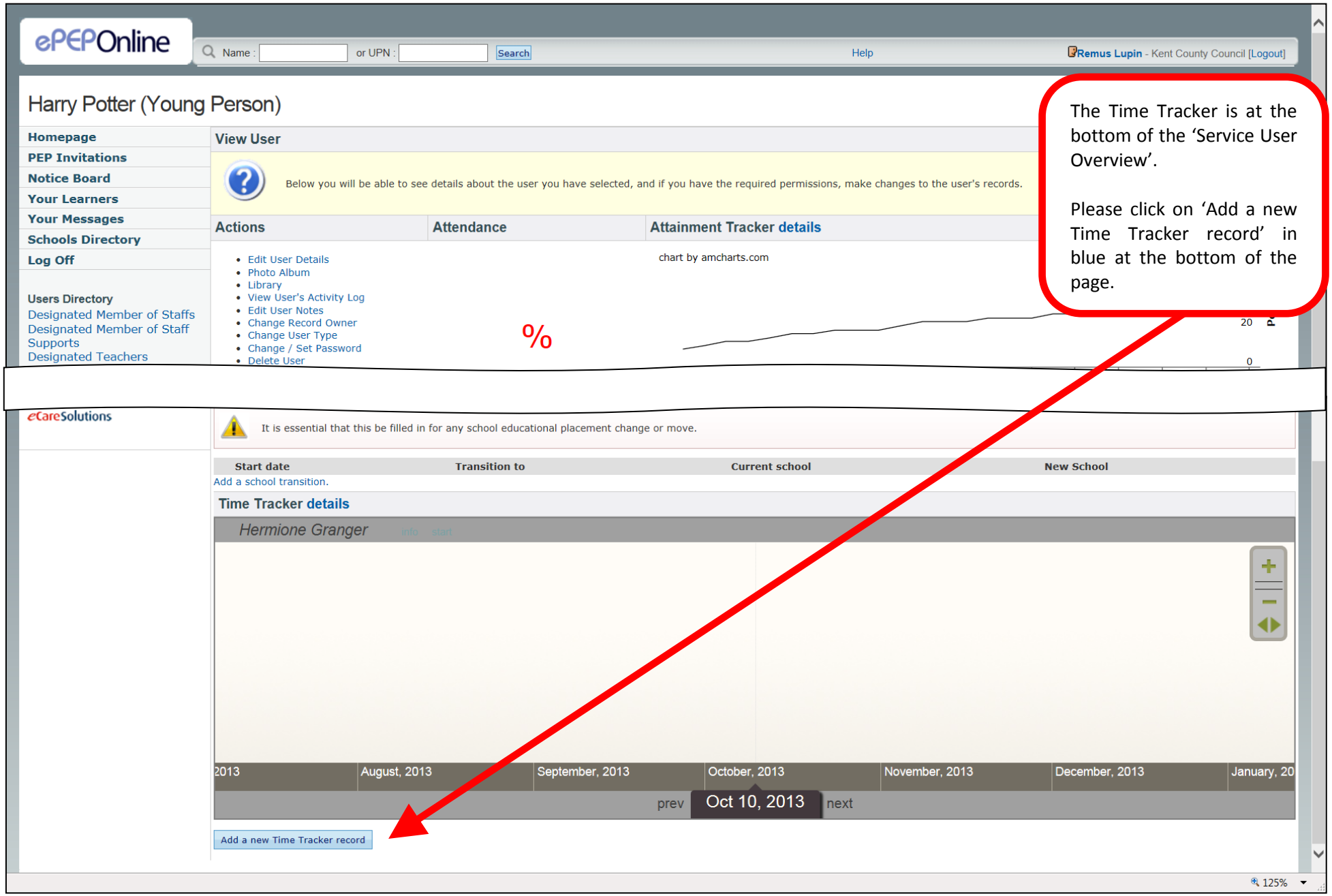
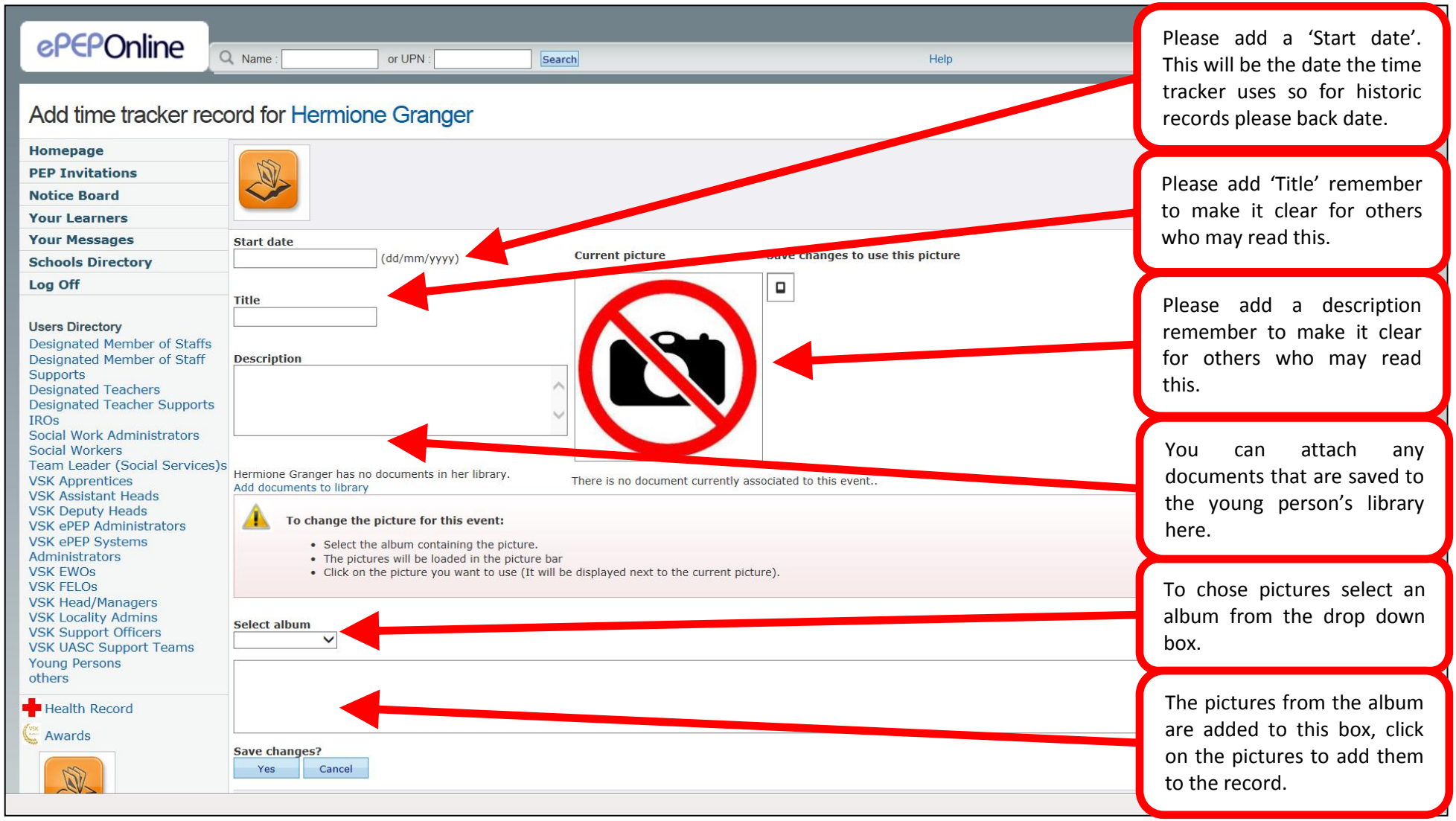
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Documents in this library
Title
Description
Document Type
Created
Filename
Download
Hogsmede Base Camp
Guide Camp Summer1991
Microsoft Word Document
06/08/2013
Hermionie Guide Camping Trip.doc
delete
School Report
Year 7, Term 2
Microsoft Word Document
10/10/2013
Hermionie Granger School Report YR7 Term 2.doc
delete
Add a document to this library
Select a document from your computer to upload it into this library.
Your upload file should be less then 5MB.
The following file formats are allowed:
Microsoft Word Document (.doc and .docx)
Microsoft Excel Spreadsheet (.xls and .xlsx)
Microsoft PowerPoint Presentations (.ppt and .pptx)
Adobe Portable Document Format (.pdf)
Images (.jpg, .bmp and .png)
Upload document
Browse...
Title
Description
Upload
125%
Your document will appear here. To view a document, please click on the image under 'Download'.

24) Adding a Record to a Young Persons Time Tracker



The Time Tracker is at the bottom of the 'Service User Overview'.

Please click on 'Add a new Time Tracker record' in blue at the bottom of the page.


ePEPOnline
Name :
or UPN :
Search
Help
Add time tracker record for Hermione Granger
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
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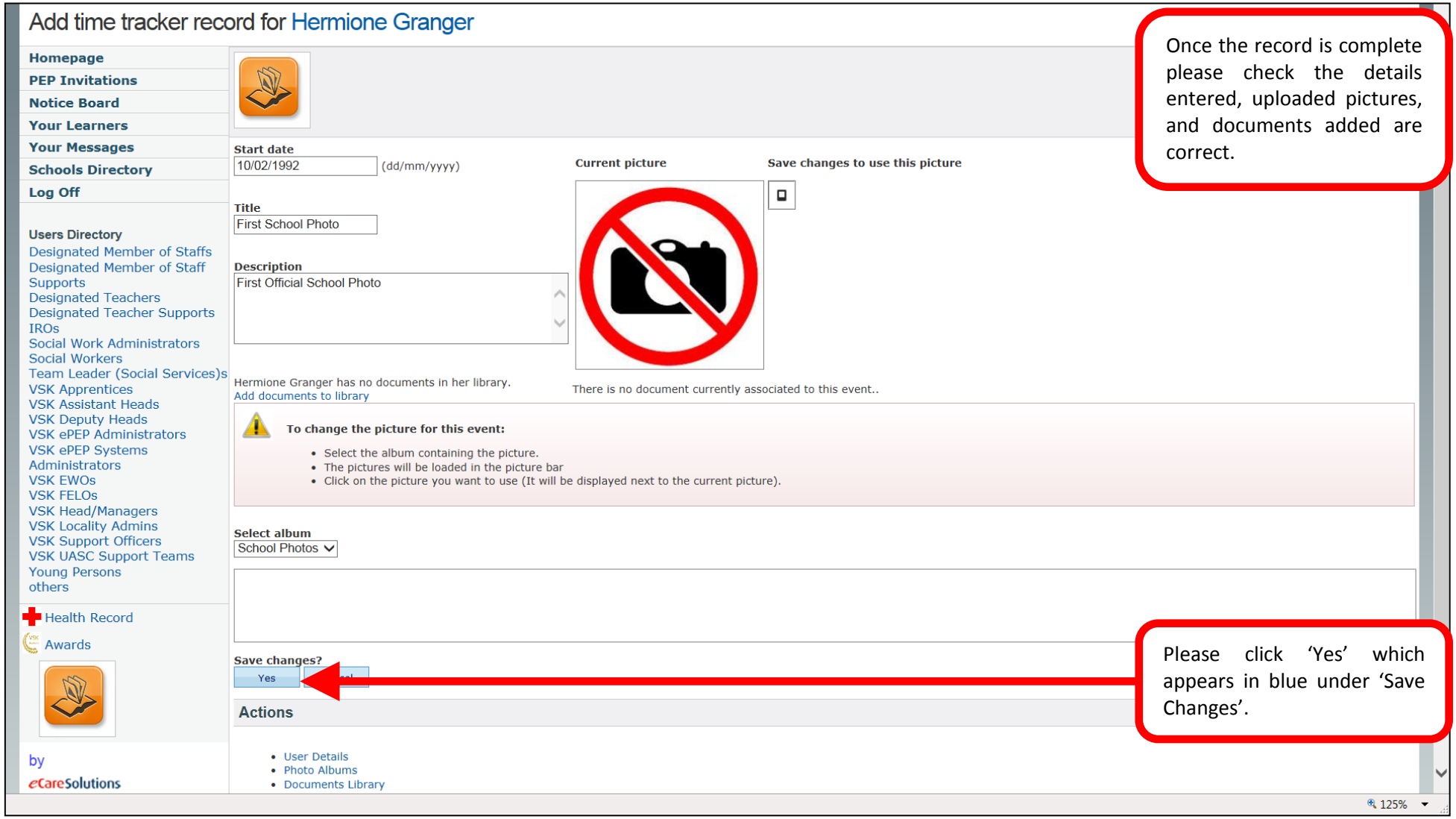
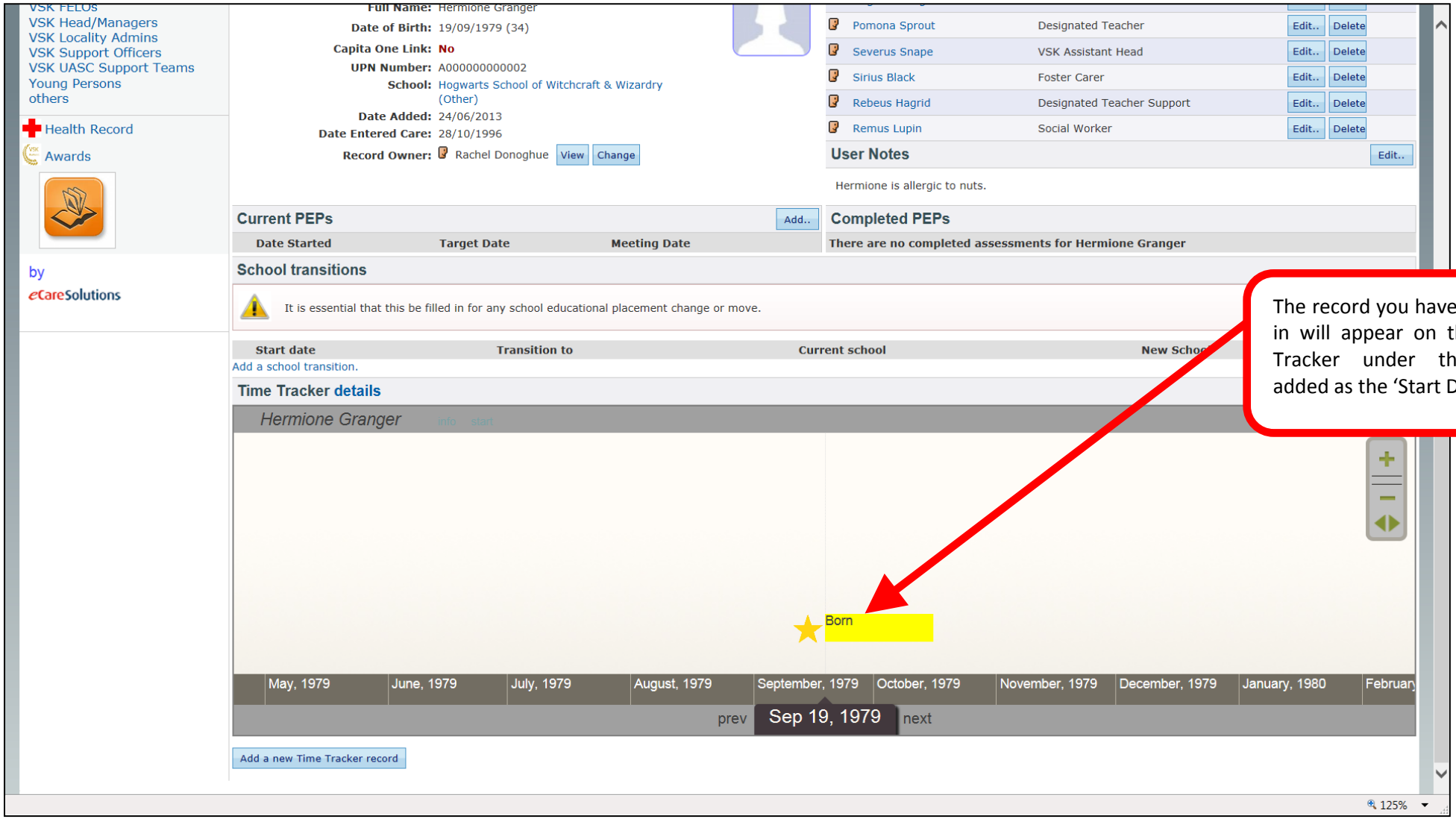
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Start date
(dd/mm/yyyy)
Title
Description
Current picture
Hermione Granger has no documents in her library.
Add documents to library
There is no document currently associated to this event..
To change the picture for this event:
Select the album containing the picture.
The pictures will be loaded in the picture bar
Click on the picture you want to use (It will be displayed next to the current picture).
Select album
Save changes?
Yes
Cancel
Please add a 'Start date'. This will be the date the time tracker uses so for historic records please back date.
Please add 'Title' remember to make it clear for others who may read this.
Please add a description remember to make it clear for others who may read this.
You can attach any documents that are saved to the young person's library here.
To chose pictures select an album from the drop down box.
The pictures from the album are added to this box, click on the pictures to add them to the record.



Once the record is complete please check the details entered, uploaded pictures, and documents added are correct.

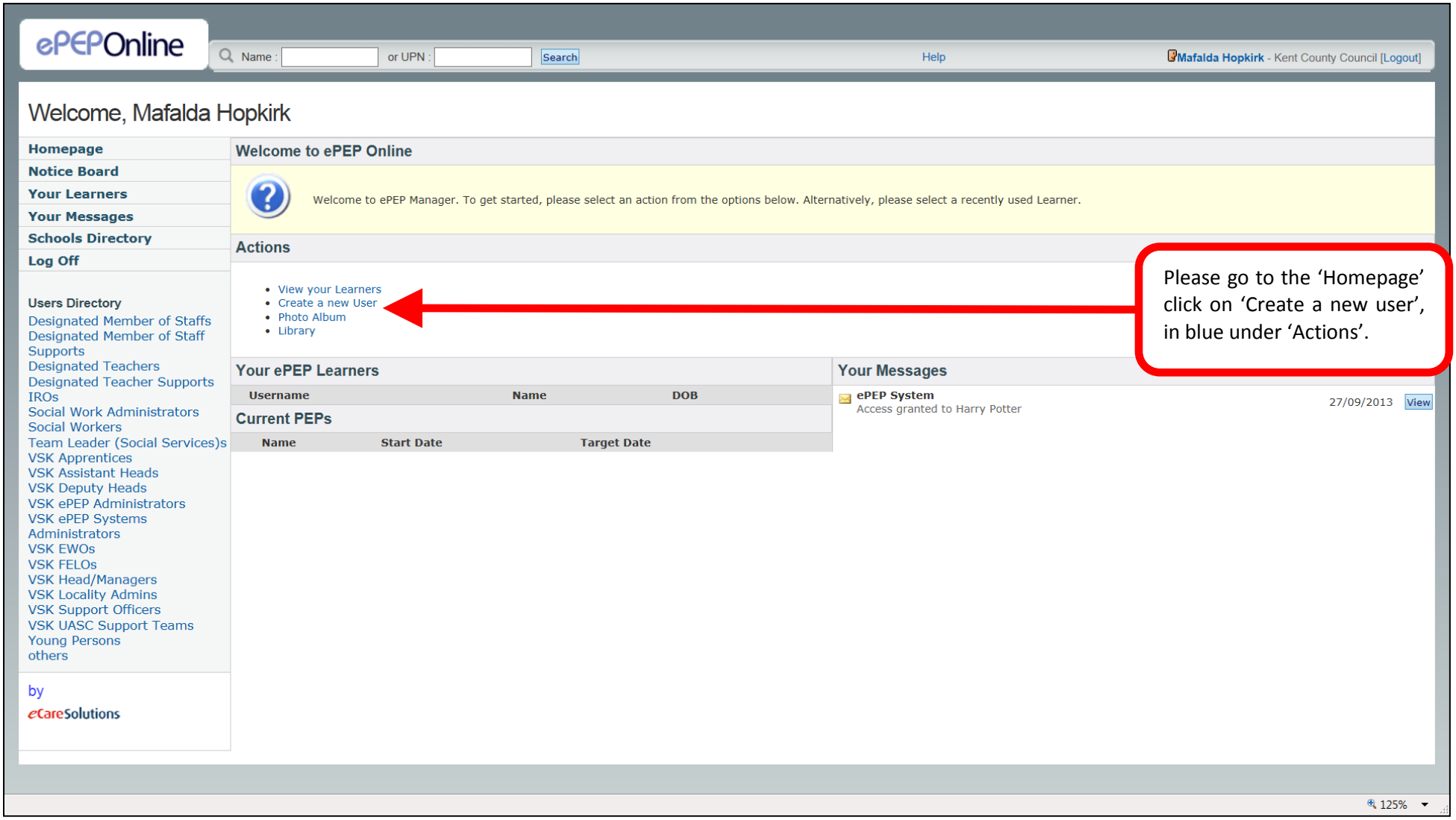
Please click 'Yes' which appears in blue under 'Save Changes'.

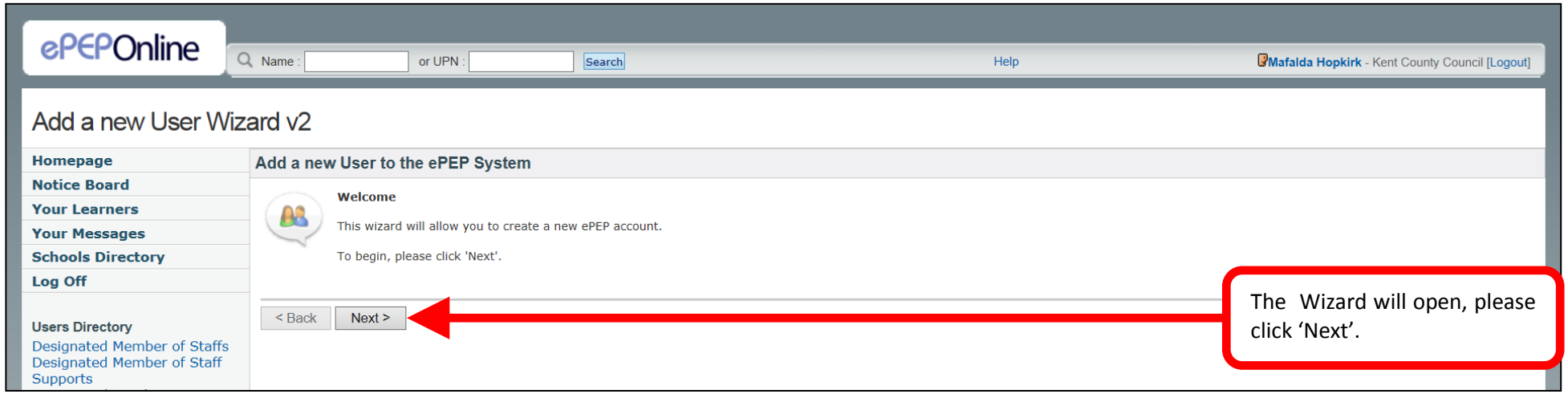

VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
by
eCareSolutions
Full Name: Hermione Granger
Date of Birth: 19/09/1979 (34)
Capita One Link: No
UPN Number: A000000000002
School: Hogwarts School of Witchcraft & Wizardry (Other)
Date Added: 24/06/2013
Date Entered Care: 28/10/1996
Record Owner: Rachel Donoghue View Change
Pomona Sprout Designated Teacher Edit.. Delete
Severus Snape VSK Assistant Head Edit.. Delete
Sirius Black Foster Carer Edit.. Delete
Rebeus Hagrid Designated Teacher Support Edit.. Delete
Remus Lupin Social Worker Edit.. Delete
User Notes Edit..
Hermione is allergic to nuts.
Current PEPs Add..
Date Started Target Date Meeting Date
Completed PEPs
There are no completed assessments for Hermione Granger
School transitions
It is essential that this be filled in for any school educational placement change or move.
Start date Transition to Current school New Scho
Add a school transition.
Time Tracker details
Hermione Granger info start
Born
May, 1979 June, 1979 July, 1979 August, 1979 September, 1979 October, 1979 November, 1979 December, 1979 January, 1980 Februar
prev Sep 19, 1979 next
Add a new Time Tracker record
125%
The record you have created in will appear on the Time Tracker under the date added as the 'Start Date'.

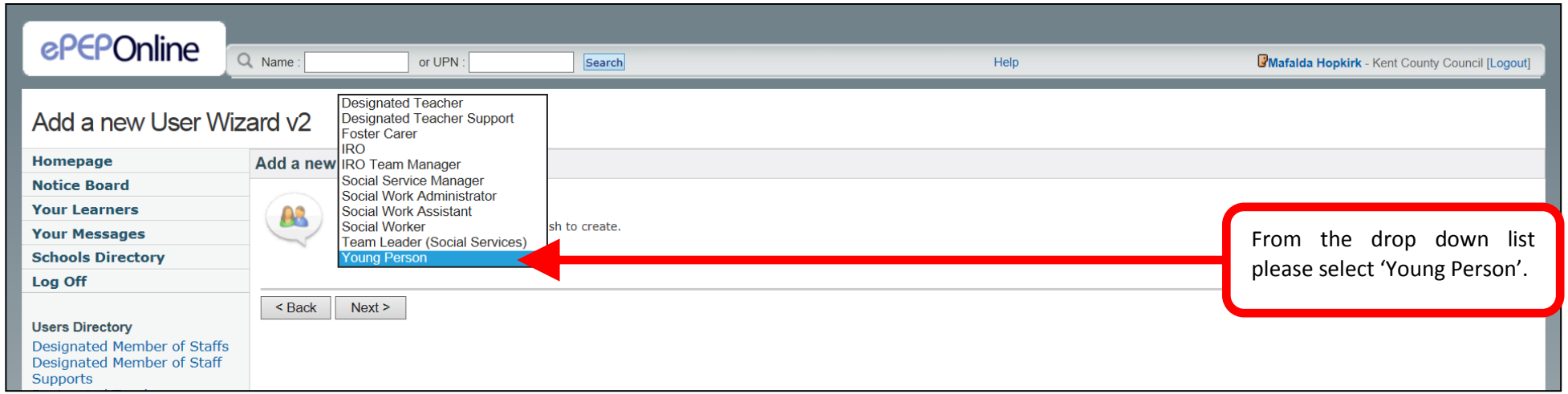
User Processes

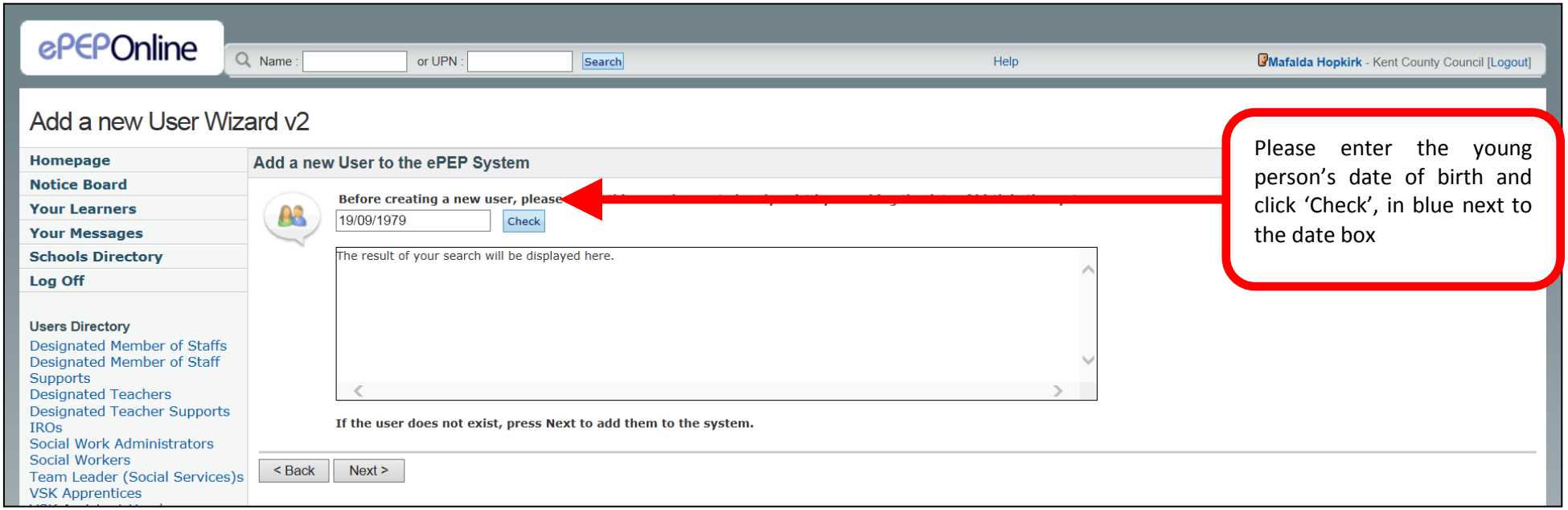
25) Creating a Young Person

When a young person comes into care, they need to be created in ePEP. If the young person has previously been in care please check that they have not been archived first. For instructions on young person being archived and being brought out of archive please refer to section.

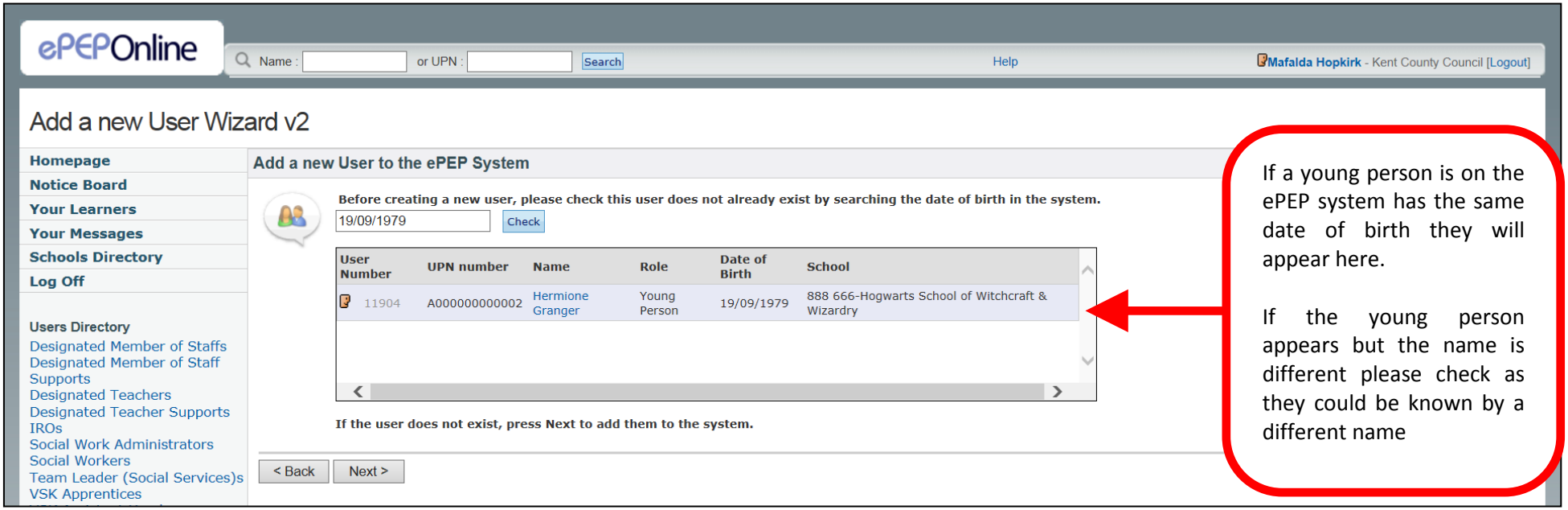



ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Add a new User to the ePEP System
Welcome
This wizard will allow you to create a new ePEP account.
To begin, please click 'Next'.
< Back
Next >
The Wizard will open, please click 'Next'.


ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Add a new User Wizard v2
Designated Teacher
Designated Teacher Support
Foster Carer
IRO
IRO Team Manager
Social Service Manager
Social Work Administrator
Social Work Assistant
Social Worker
Team Leader (Social Services)
Young Person
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
< Back
Next >
From the drop down list please select 'Young Person'.



Please enter the young person's date of birth and click 'Check', in blue next to the date box



If a young person is on the ePEP system has the same date of birth they will appear here.

If the young person appears but the name is different please check as they could be known by a different name

It is important to fill in as many fields as possible. Details added here are carried over into the PEP document. The fields highlighted yellow are mandatory.

Title – Mr/Miss/Mrs/Dr

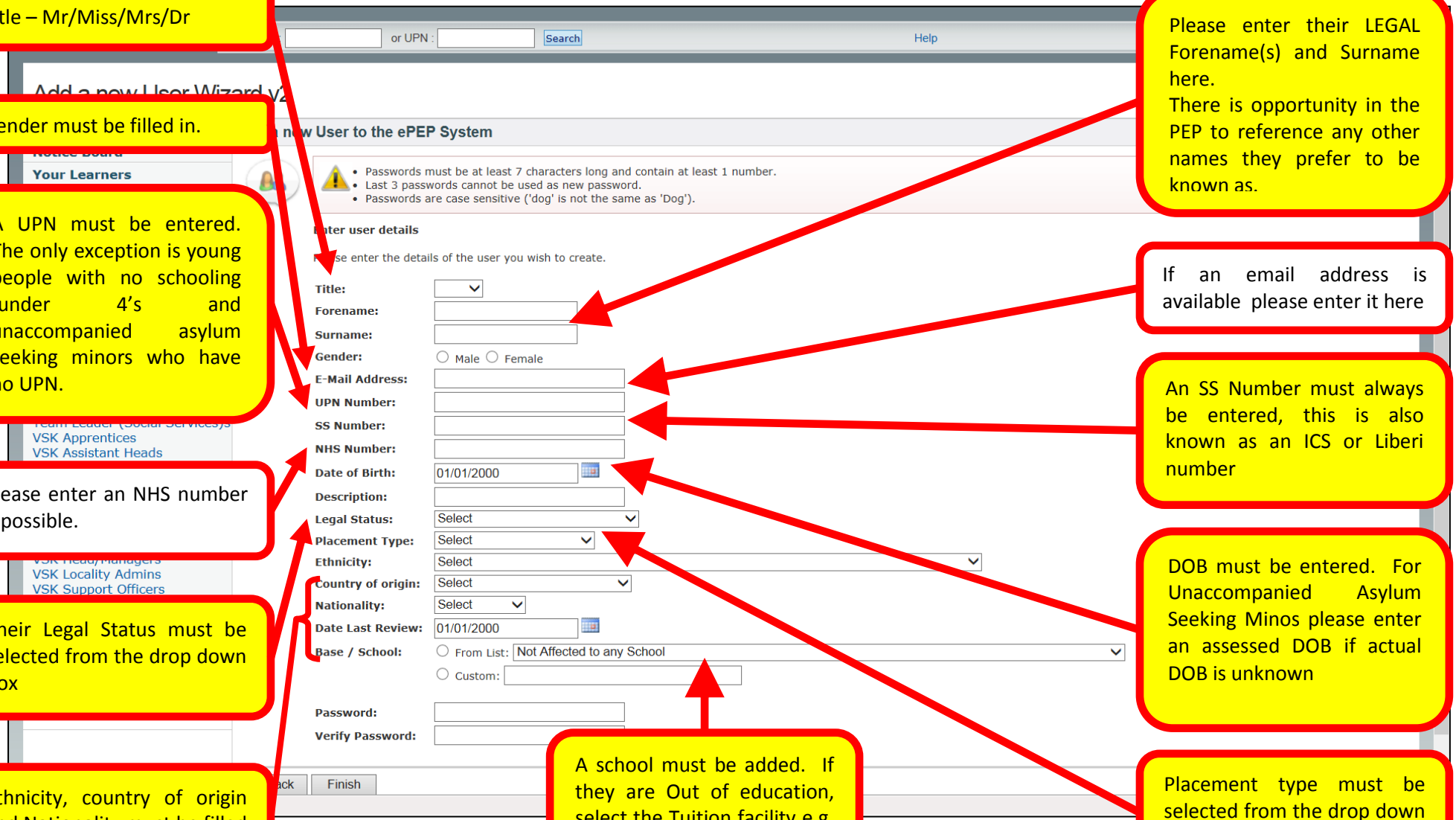
Gender must be filled in.

A UPN must be entered. The only exception is young people with no schooling (under 4's and unaccompanied asylum seeking minors who have no UPN.

Please enter an NHS number if possible.

Their Legal Status must be selected from the drop down box

Ethnicity, country of origin and Nationality must be filled in.



Please enter their LEGAL Forename(s) and Surname here.
There is opportunity in the PEP to reference any other names they prefer to be known as.

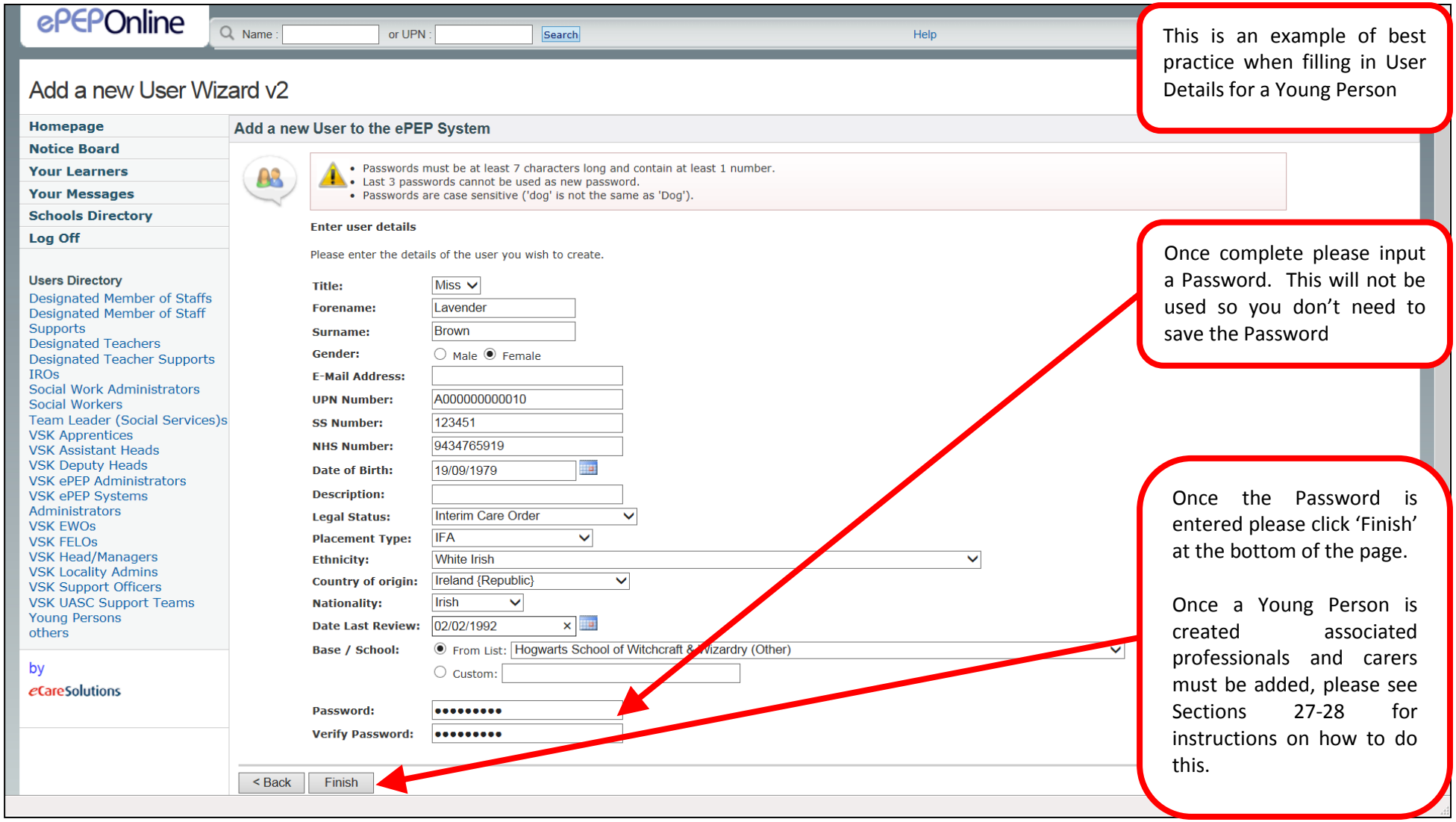
If an email address is available please enter it here

An SS Number must always be entered, this is also known as an ICS or Liberi number

DOB must be entered. For Unaccompanied Asylum Seeking Minos please enter an assessed DOB if actual DOB is unknown

A school must be added. If they are Out of education, select the Tuition facility e.g. Write Track or Not Affected

Placement type must be selected from the drop down box



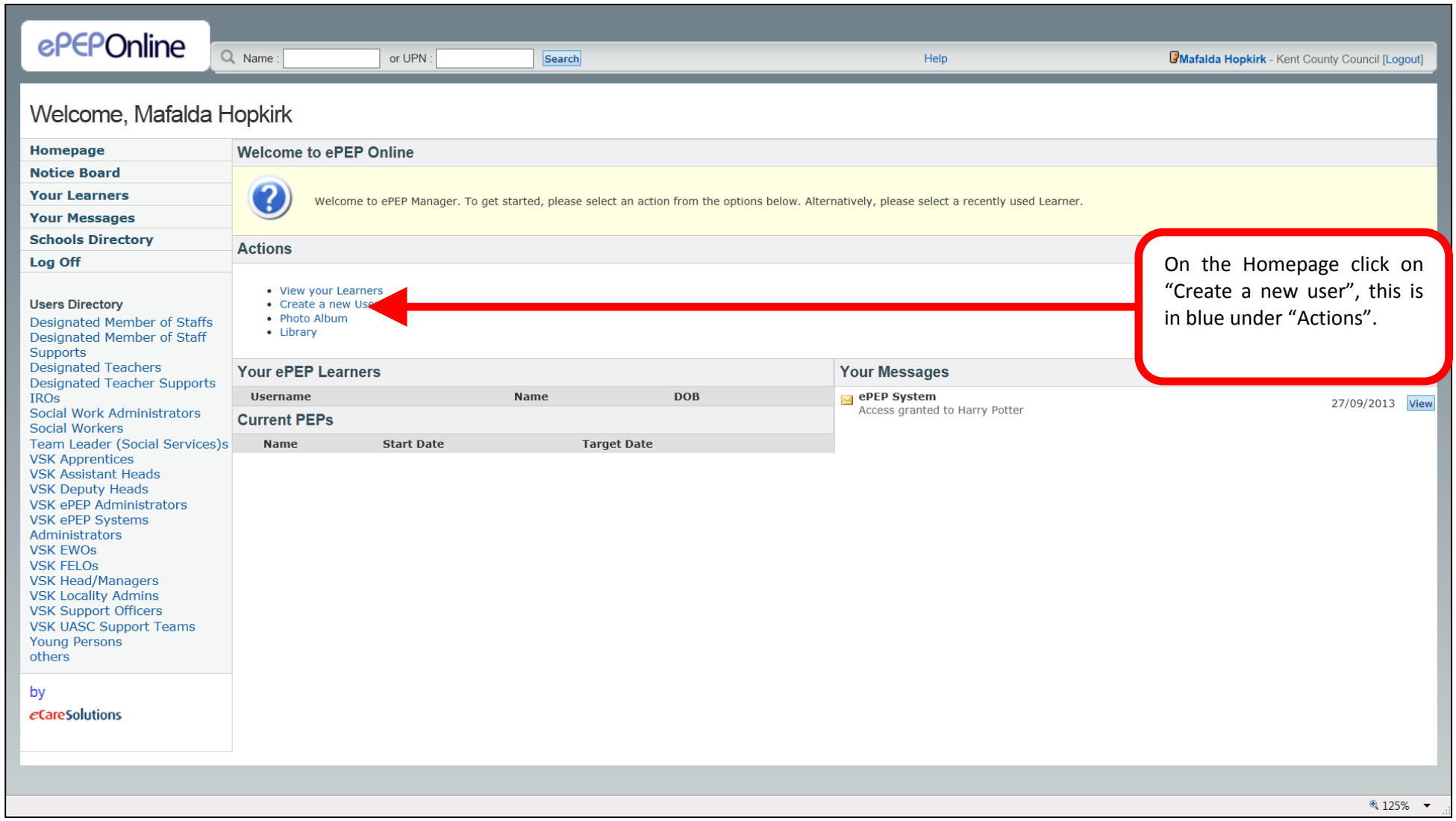
This is an example of best practice when filling in User Details for a Young Person

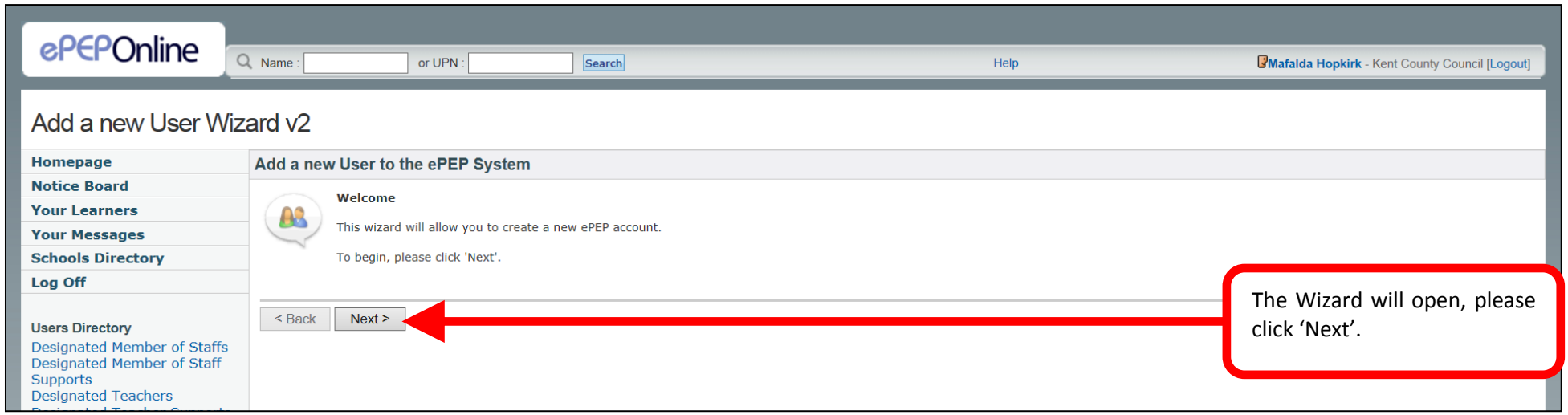
Once complete please input a Password. This will not be used so you don't need to save the Password

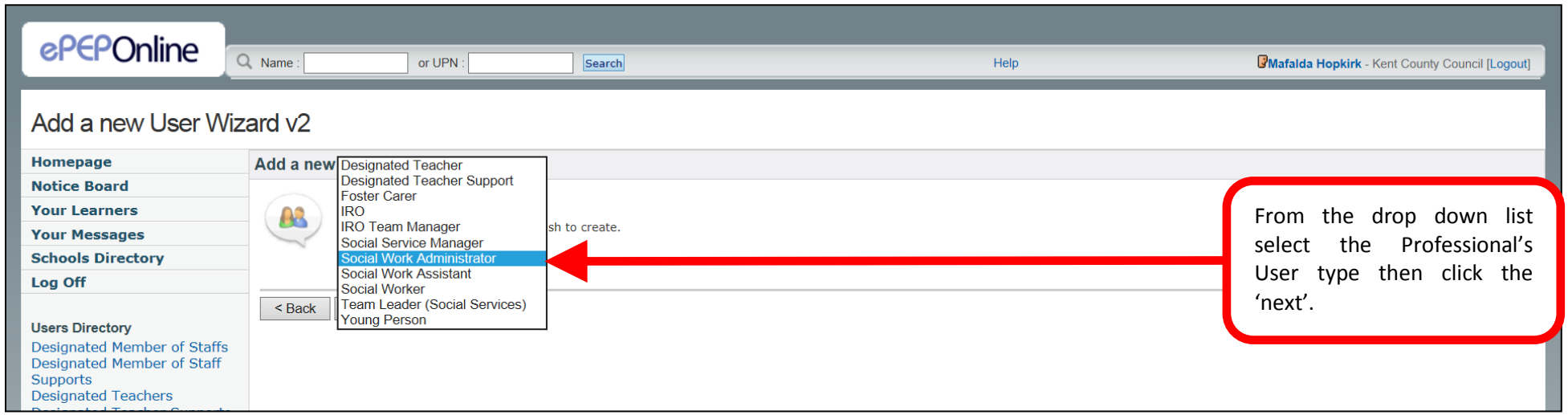
Once the Password is entered please click 'Finish' at the bottom of the page.

Once a Young Person is created associated professionals and carers must be added, please see Sections 27-28 for instructions on how to do this.

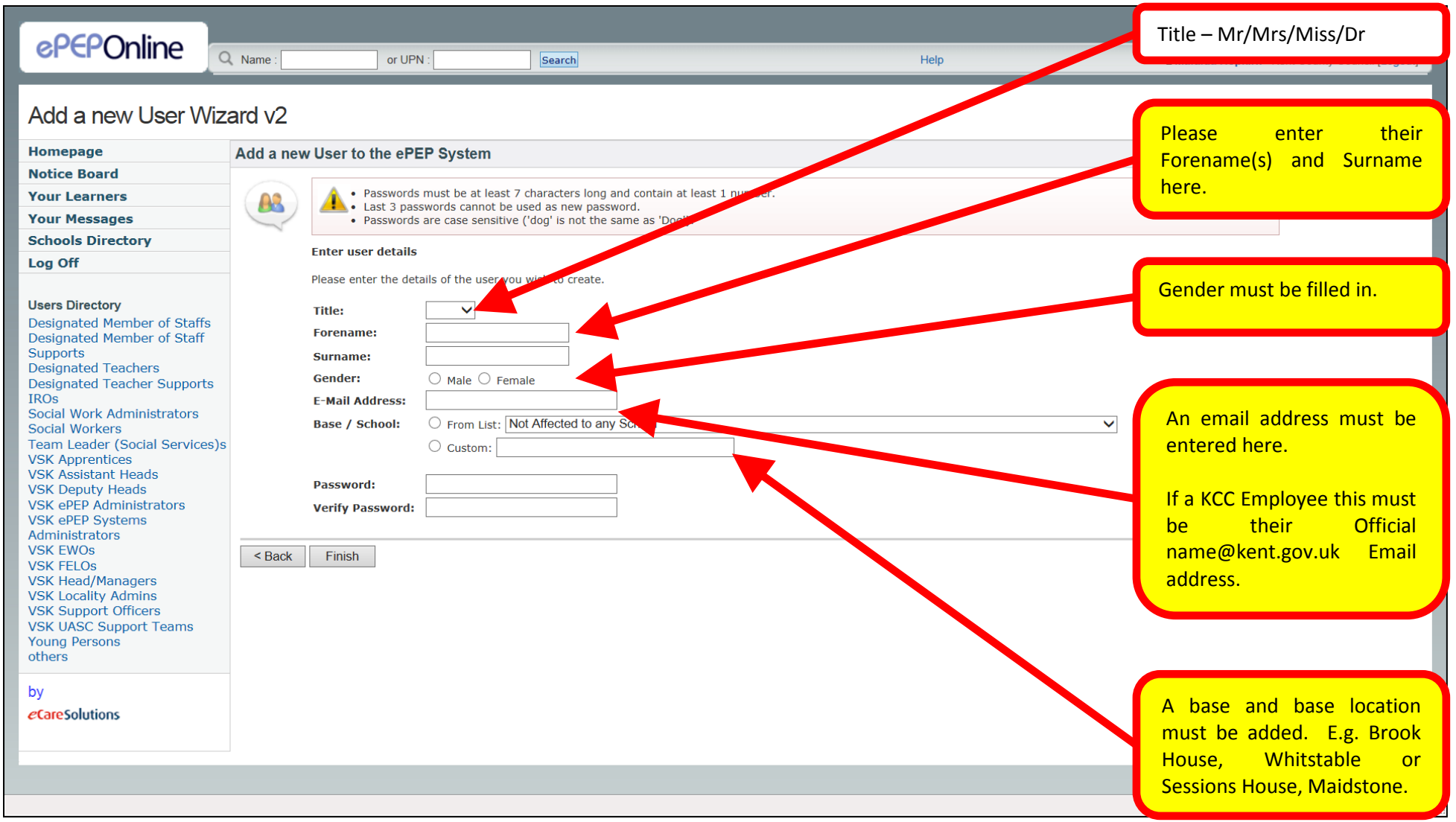
26) Creating a Professional

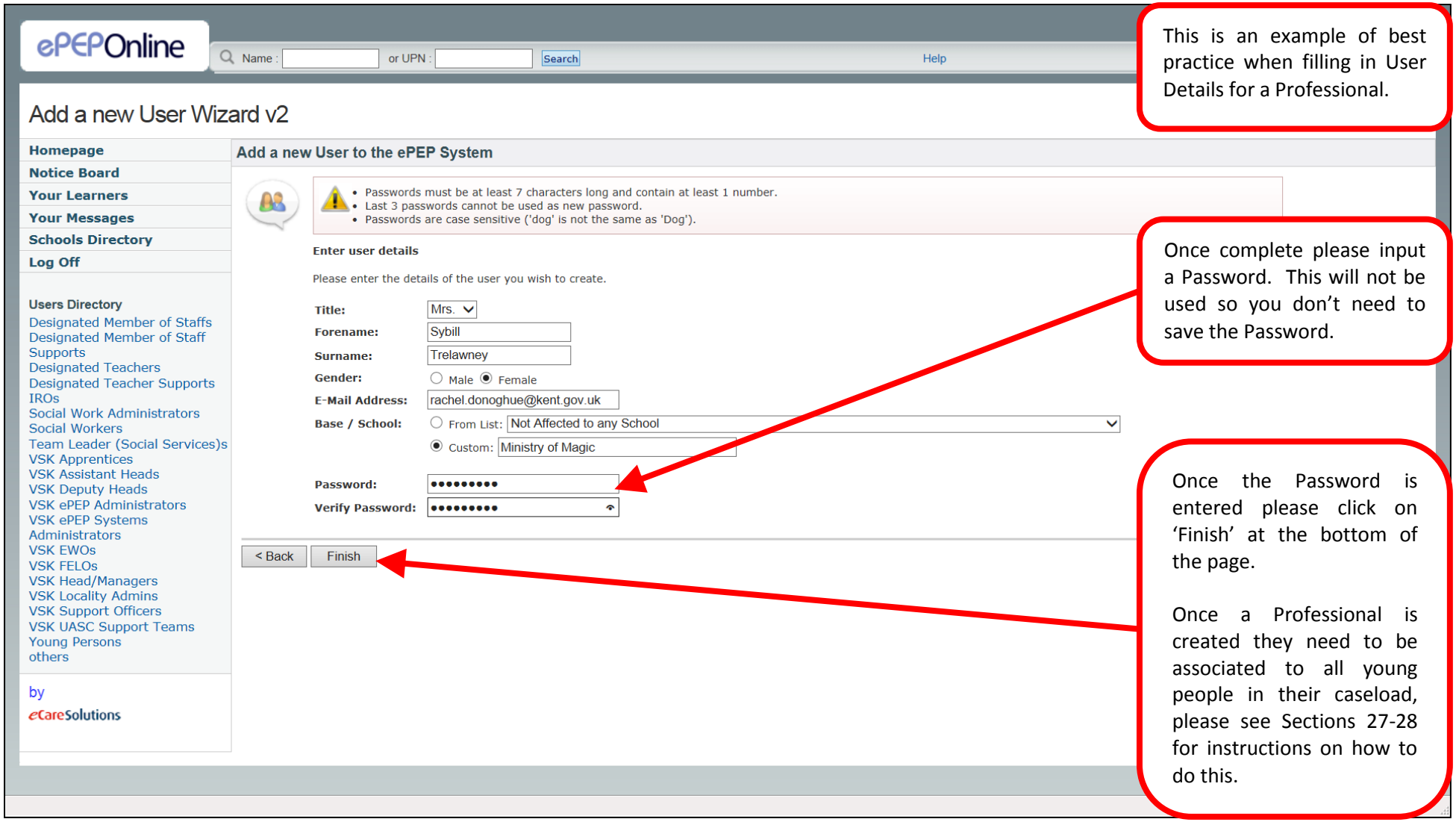



ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Add a new User to the ePEP System
Welcome
This wizard will allow you to create a new ePEP account.
To begin, please click 'Next'.
< Back
Next >
The Wizard will open, please click 'Next'.

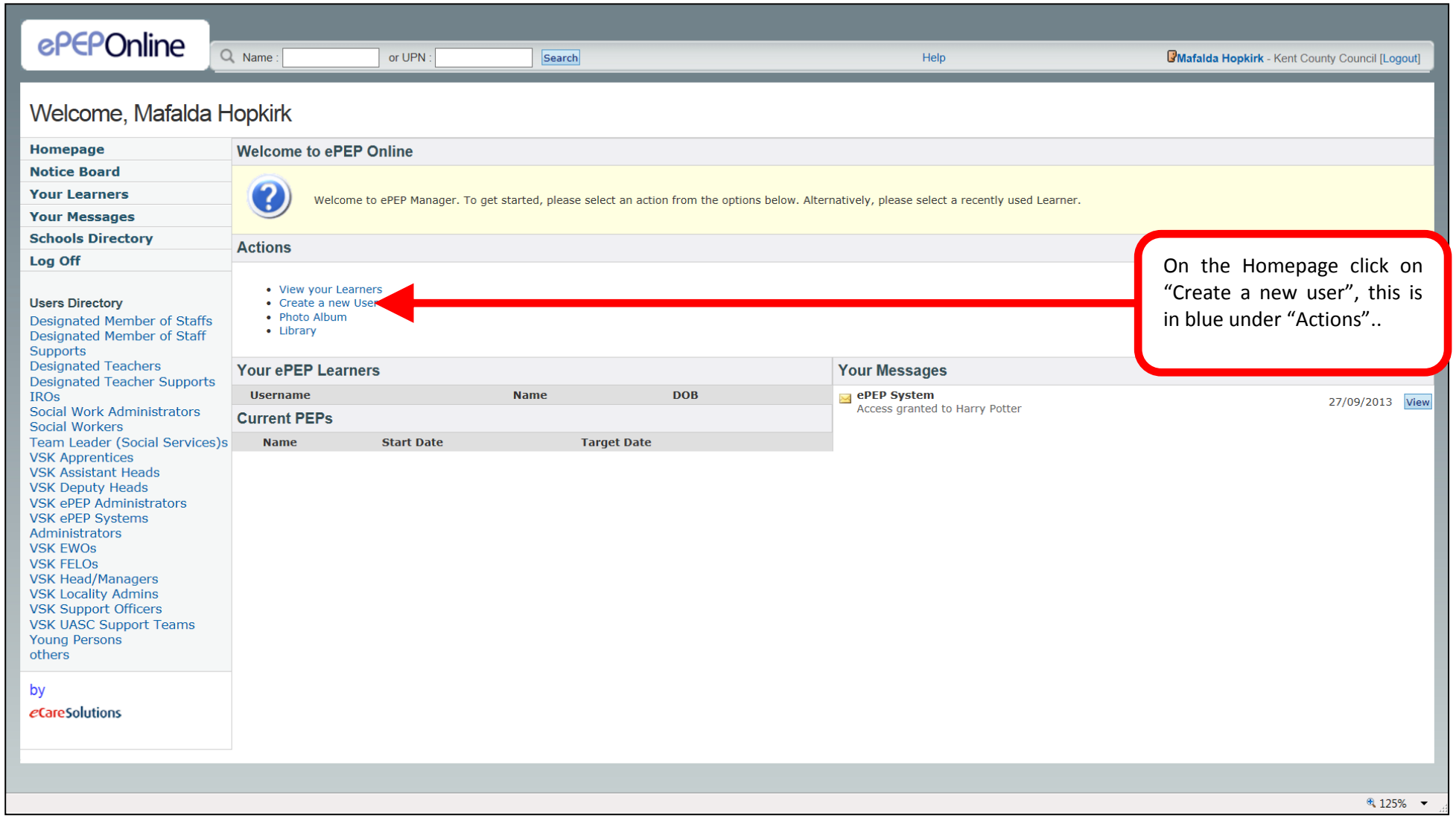

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Add a new
Designated Teacher
Designated Teacher Support
Foster Carer
IRO
IRO Team Manager
Social Service Manager
Social Work Administrator
Social Work Assistant
Social Worker
Team Leader (Social Services)
Young Person
sh to create.
< Back
From the drop down list select the Professional's User type then click the 'next'.

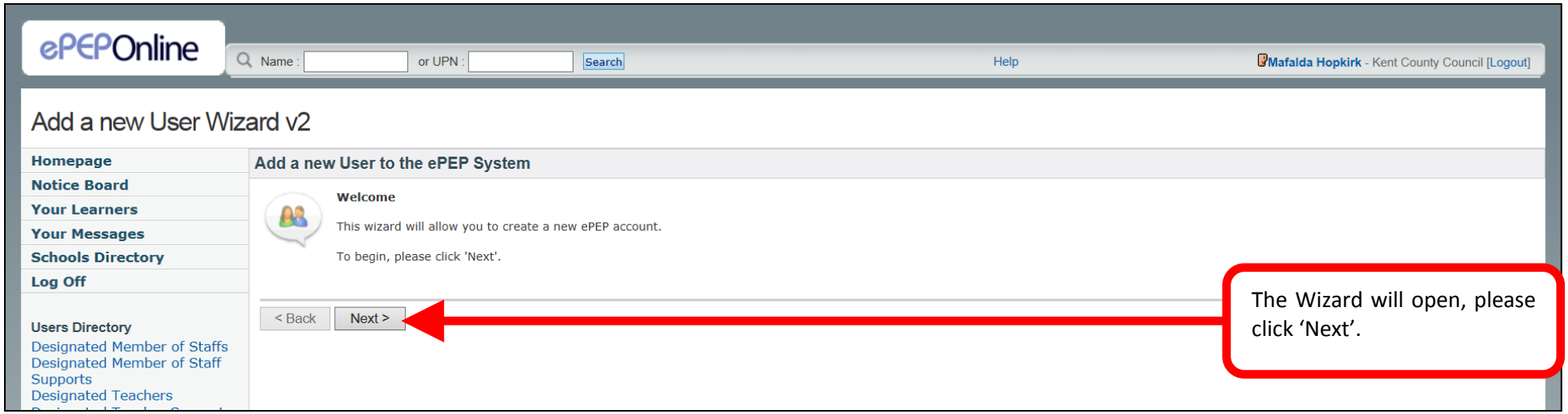
It is important to fill in as many fields as possible. Details added here are carried over into the PEP document. The fields highlighted yellow are mandatory.

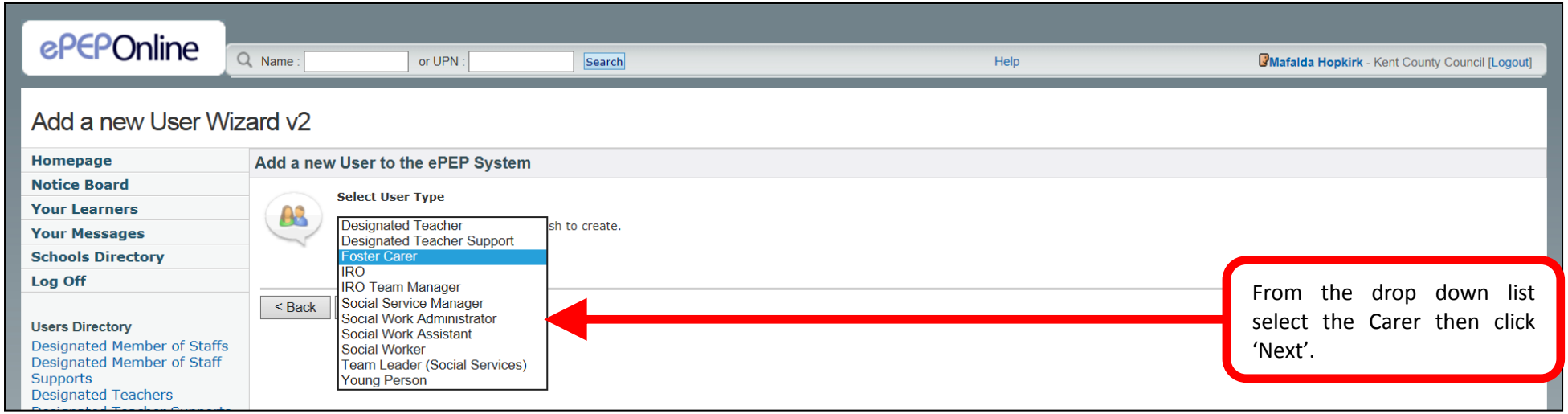



ePEPOnline
Name :
or UPN :
Search
Help
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Add a new User to the ePEP System
Passwords must be at least 7 characters long and contain at least 1 number.
Last 3 passwords cannot be used as new password.
Passwords are case sensitive ('dog' is not the same as 'Dog').
Enter user details
Please enter the details of the user you wish to create.
Title: Mrs.
Forename: Sybill
Surname: Trelawney
Gender: Male Female
E-Mail Address: rachel.donoghue@kent.gov.uk
Base / School: From List: Not Affected to any School
Custom: Ministry of Magic
Password:
Verify Password:
< Back
Finish
This is an example of best practice when filling in User Details for a Professional.
Once complete please input a Password. This will not be used so you don't need to save the Password.
Once the Password is entered please click on 'Finish' at the bottom of the page.
Once a Professional is created they need to be associated to all young people in their caseload, please see Sections 27-28 for instructions on how to do this.

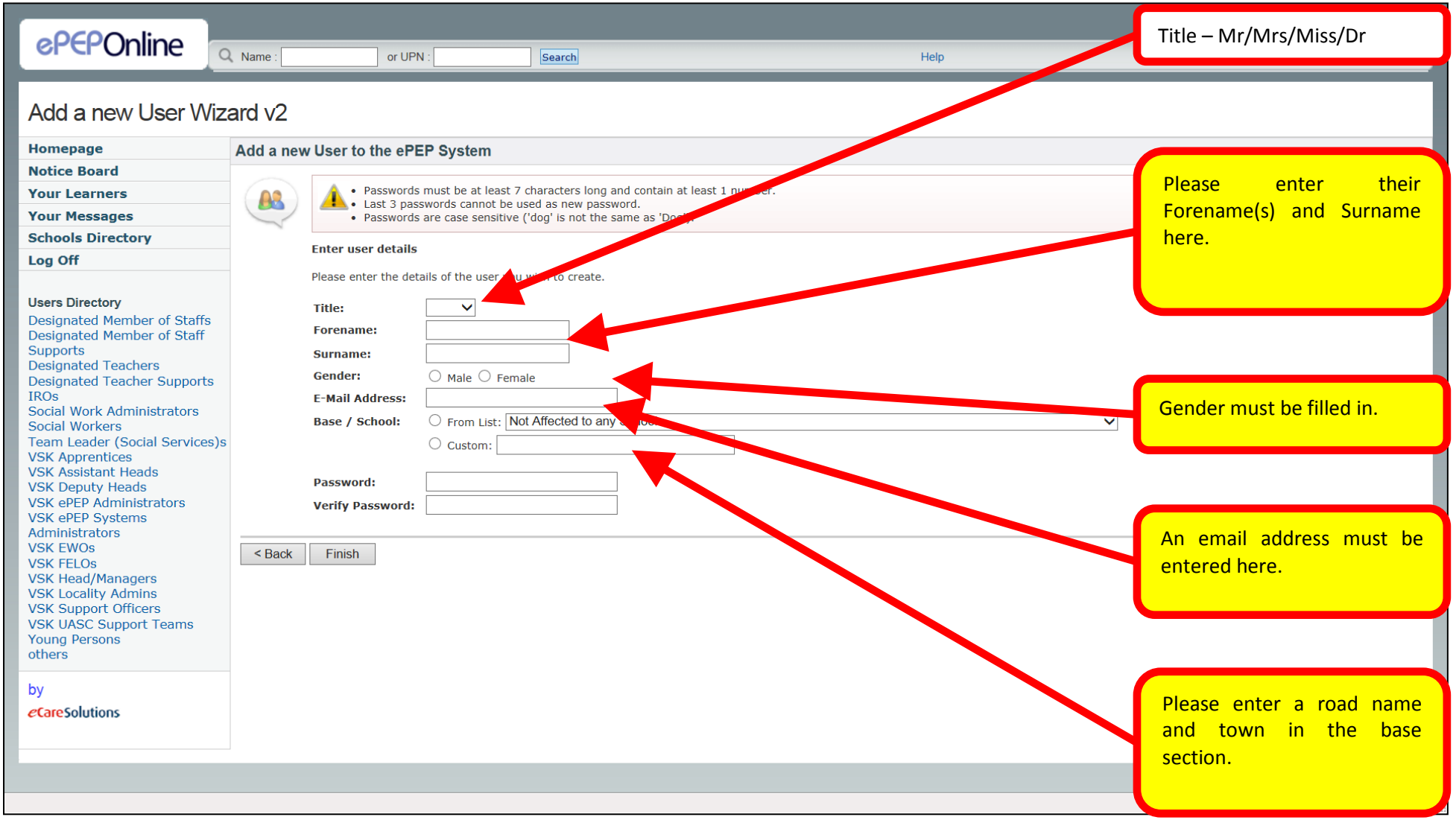
27) Creating a Carer

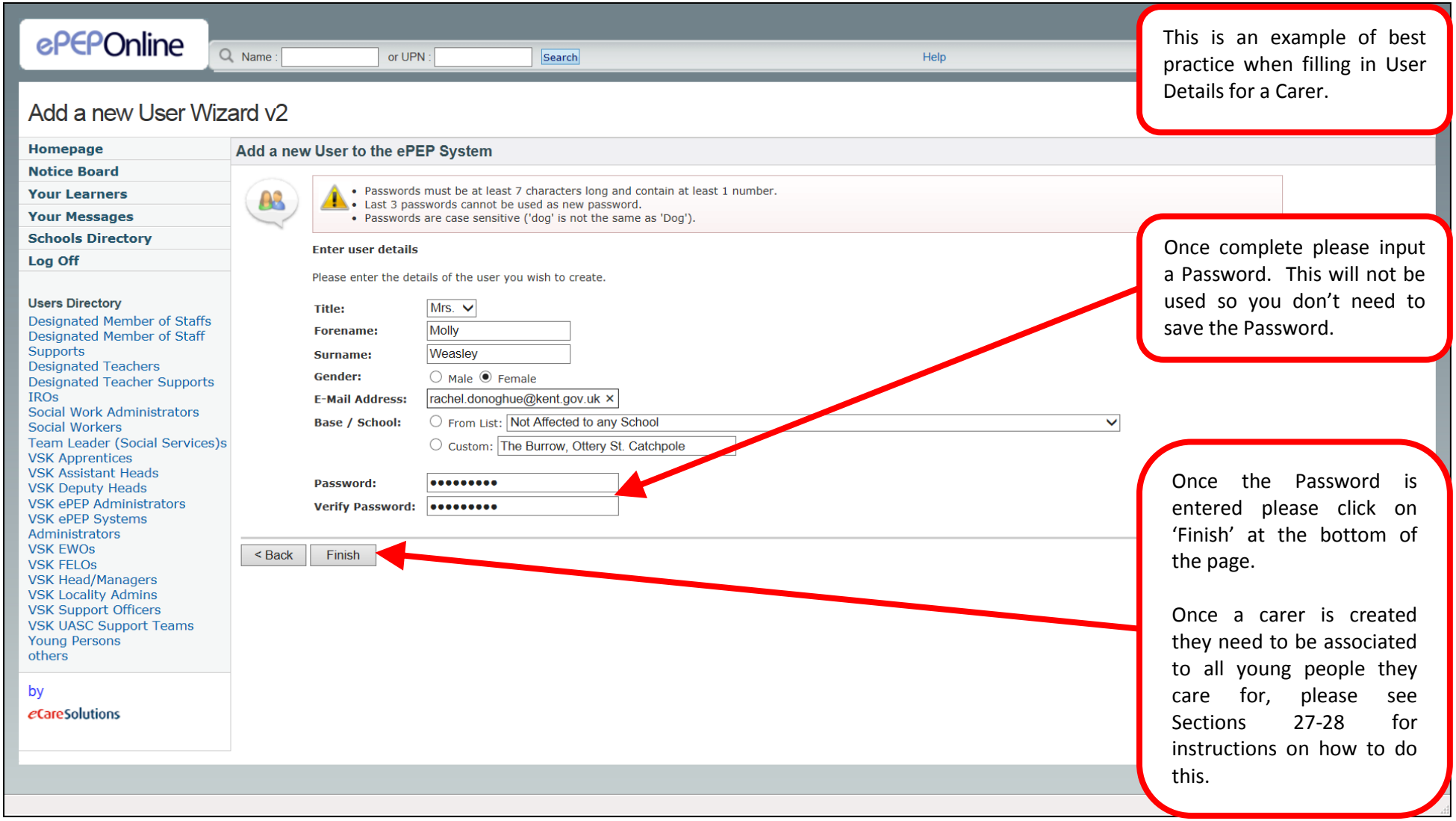



ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Add a new User to the ePEP System
Welcome
This wizard will allow you to create a new ePEP account.
To begin, please click 'Next'.
< Back
Next >
The Wizard will open, please click 'Next'.


ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Add a new User to the ePEP System
Select User Type
Designated Teacher
Designated Teacher Support
Foster Carer
IRO
IRO Team Manager
Social Service Manager
Social Work Administrator
Social Work Assistant
Social Worker
Team Leader (Social Services)
Young Person
sh to create.
< Back
From the drop down list select the Carer then click 'Next'.

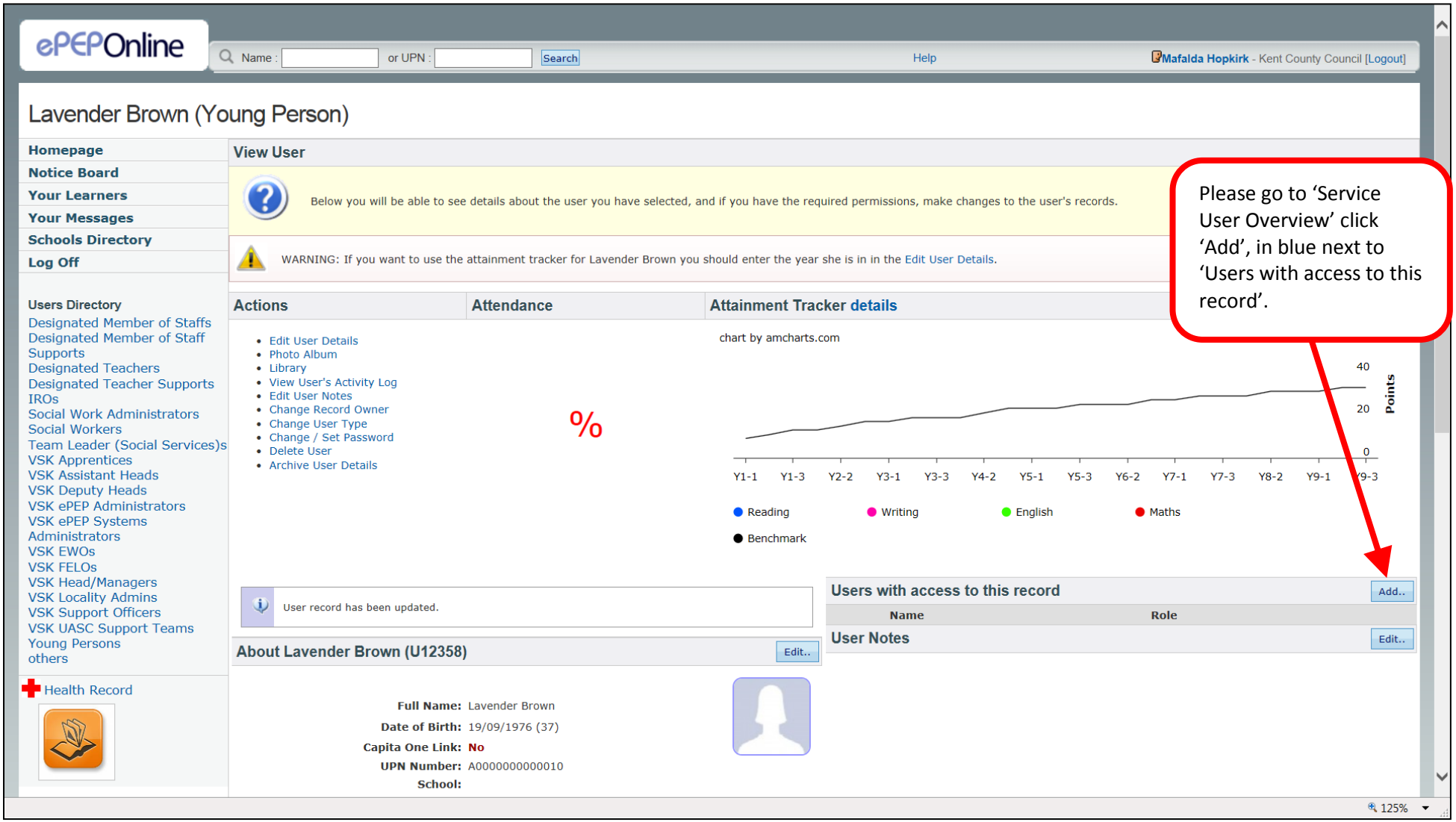
It is important to fill in as many fields as possible. Details added here are carried over into the PEP document. The fields highlighted yellow are mandatory.

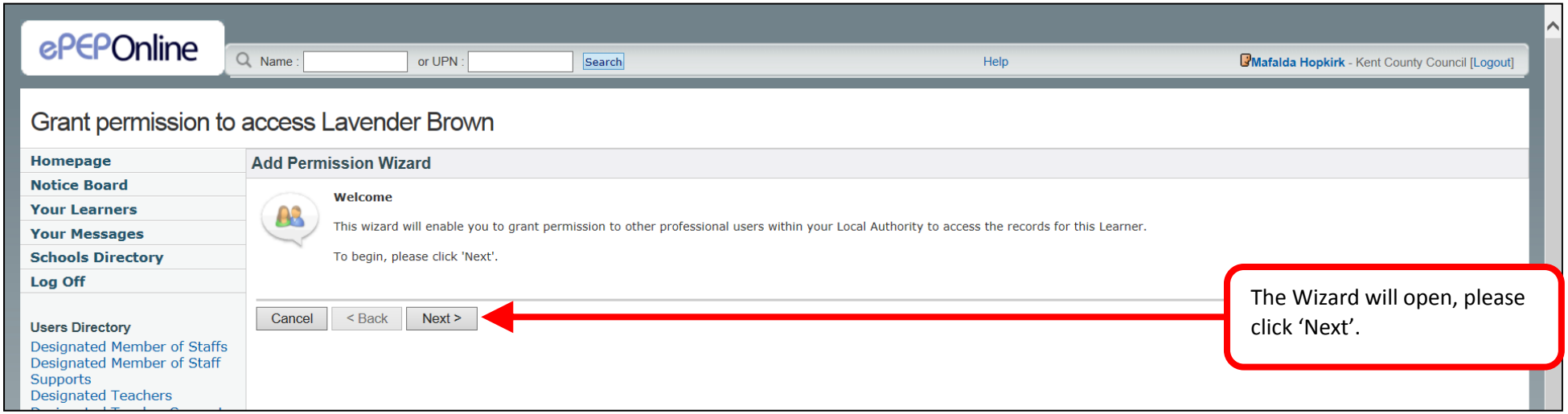


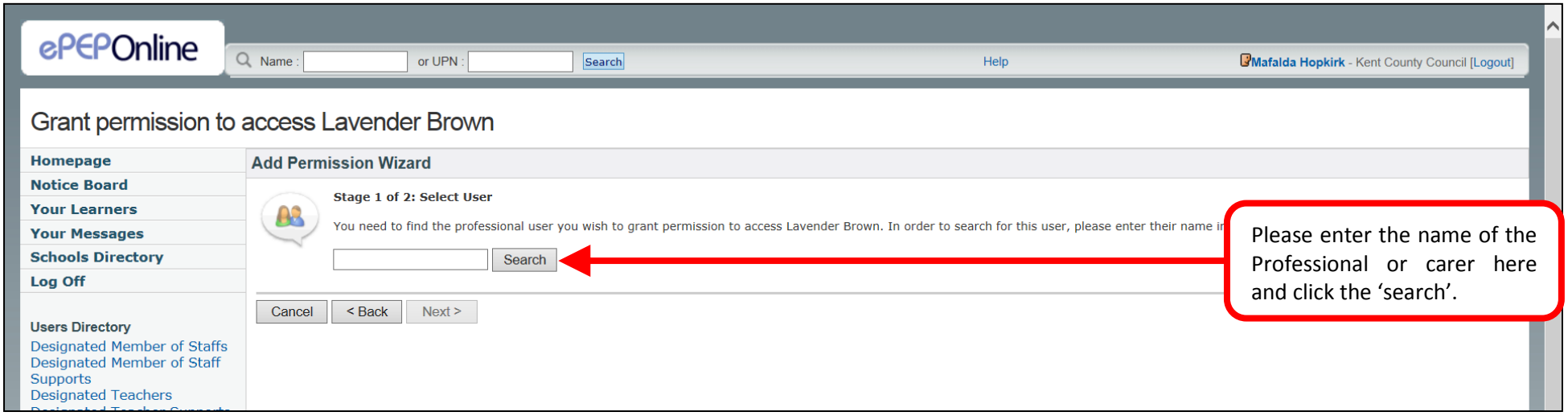

ePEPOnline
Name :
or UPN :
Search
Help
Add a new User Wizard v2
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Add a new User to the ePEP System
Passwords must be at least 7 characters long and contain at least 1 number.
Last 3 passwords cannot be used as new password.
Passwords are case sensitive ('dog' is not the same as 'Dog').
Enter user details
Please enter the details of the user you wish to create.
Title:
Mrs.
Forename:
Molly
Surname:
Weasley
Gender:
Male
Female
E-Mail Address:
rachel.donoghue@kent.gov.uk
Base / School:
From List:
Not Affected to any School
Custom:
The Burrow, Ottery St. Catchpole
Password:
Verify Password:
< Back
Finish
This is an example of best practice when filling in User Details for a Carer.
Once complete please input a Password. This will not be used so you don't need to save the Password.
Once the Password is entered please click on 'Finish' at the bottom of the page.
Once a carer is created they need to be associated to all young people they care for, please see Sections 27-28 for instructions on how to do this.

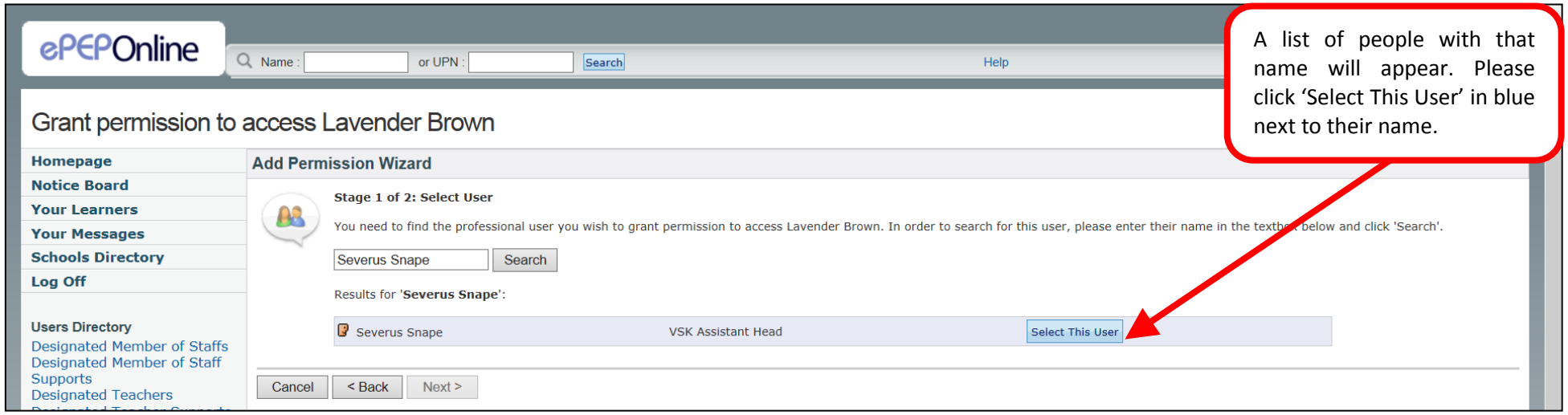
28) Adding Associated Professionals and Carers to a Young Person

When a young person is created associated professionals and carers **HAVE** to be added to them. All young people should have the following people attached; Social Worker, Designated teacher, VSK Assistant Head, IRO and Carer. If you are unsure of the names of the Designated Teacher or VSK Assistant Head please check the School and User Directory.

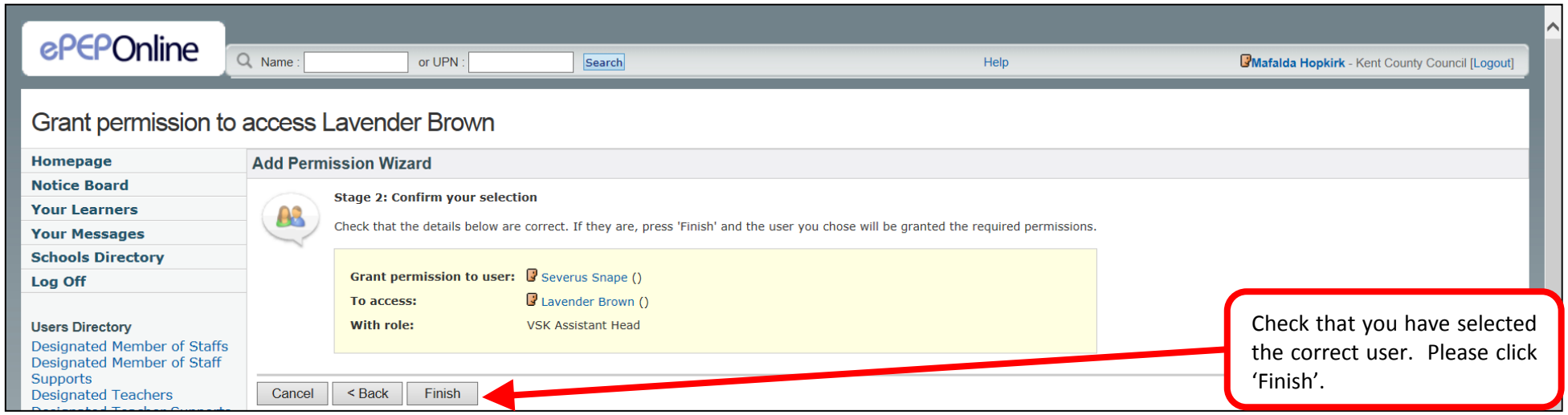



ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Grant permission to access Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Add Permission Wizard
Welcome
This wizard will enable you to grant permission to other professional users within your Local Authority to access the records for this Learner.
To begin, please click 'Next'.
Cancel
< Back
Next >
The Wizard will open, please click 'Next'.

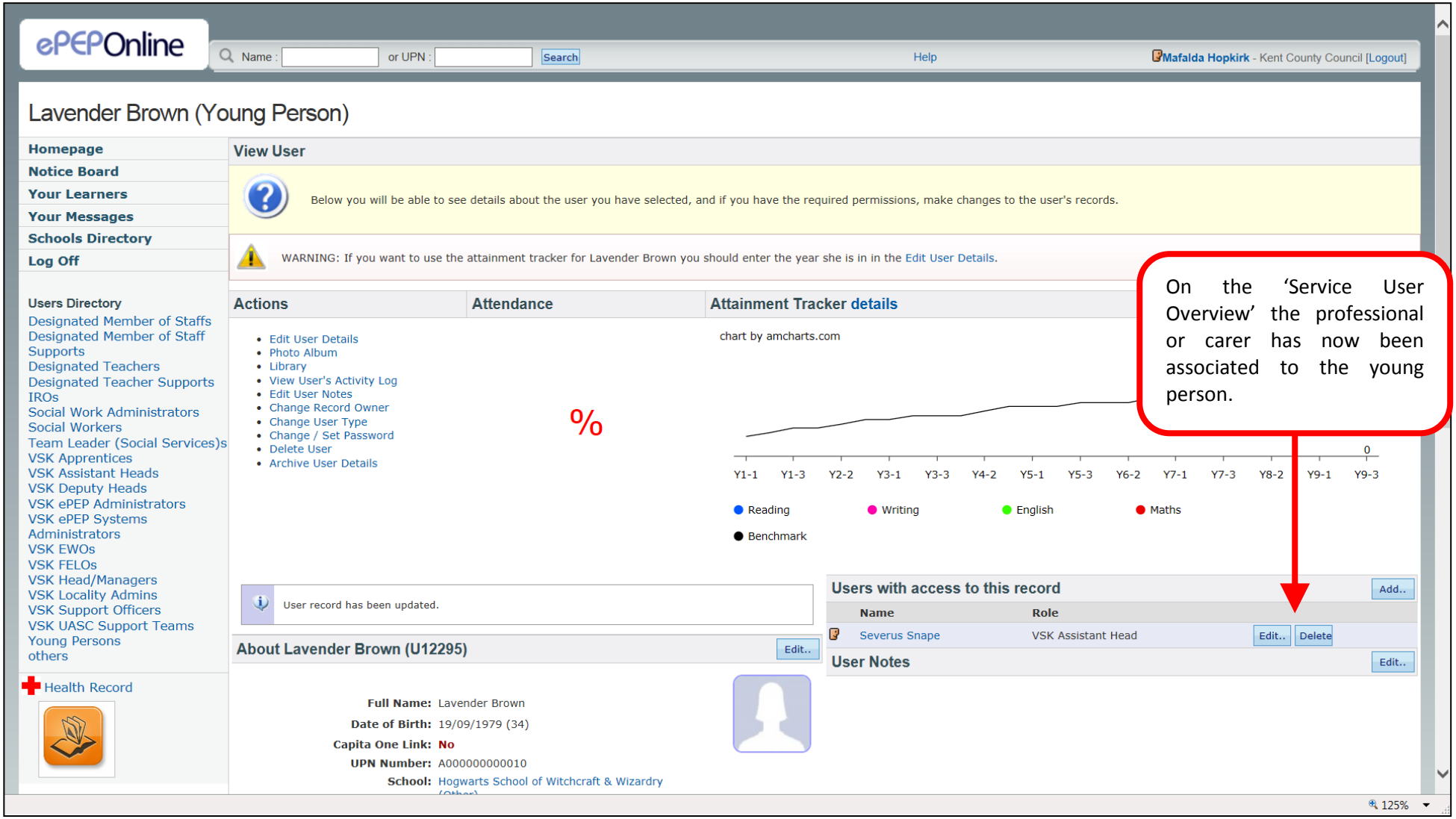

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Grant permission to access Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Add Permission Wizard
Stage 1 of 2: Select User
You need to find the professional user you wish to grant permission to access Lavender Brown. In order to search for this user, please enter their name in
Search
Cancel
< Back
Next >
Please enter the name of the Professional or carer here and click the 'search'.

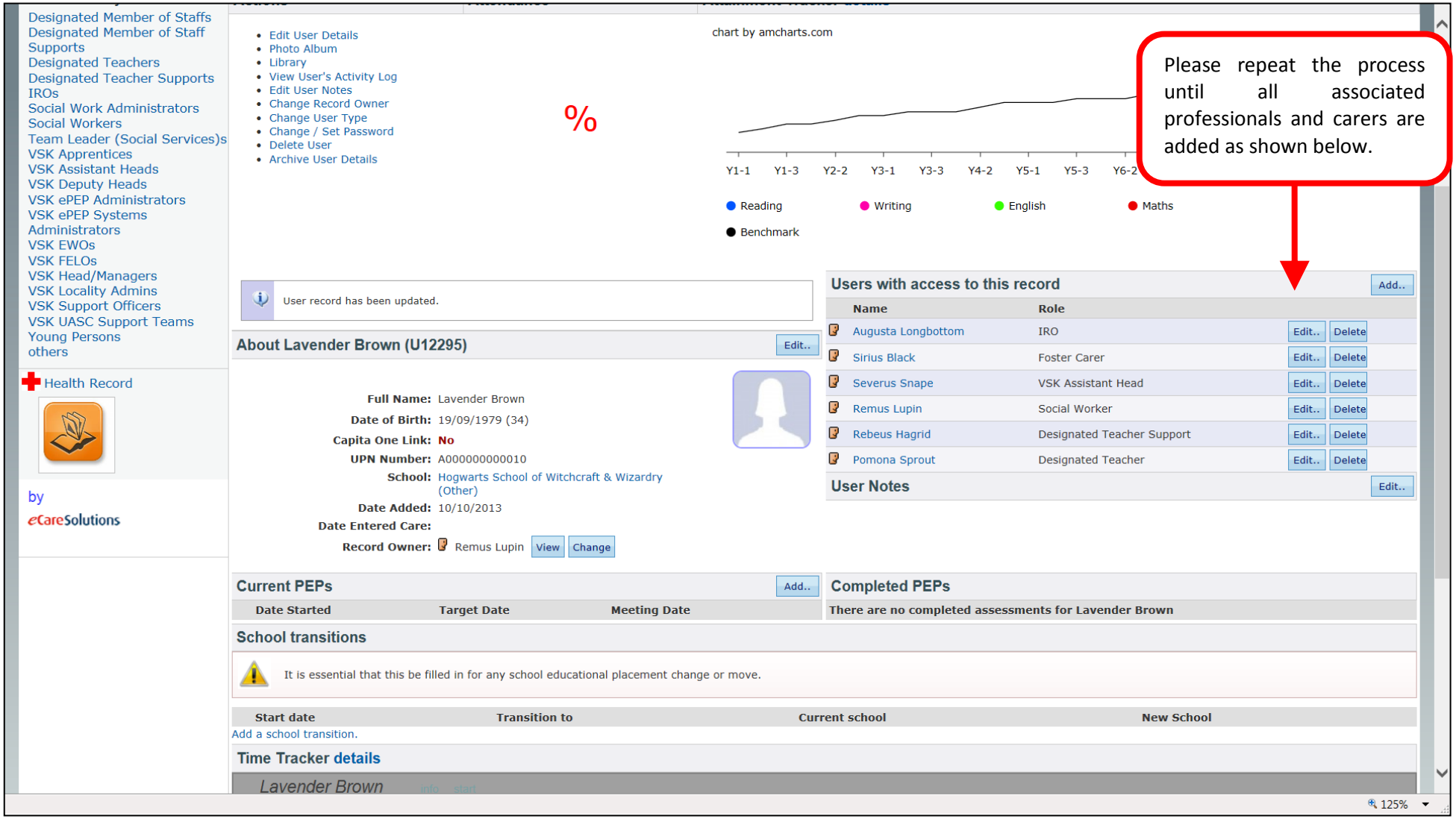


A list of people with that name will appear. Please click 'Select This User' in blue next to their name.



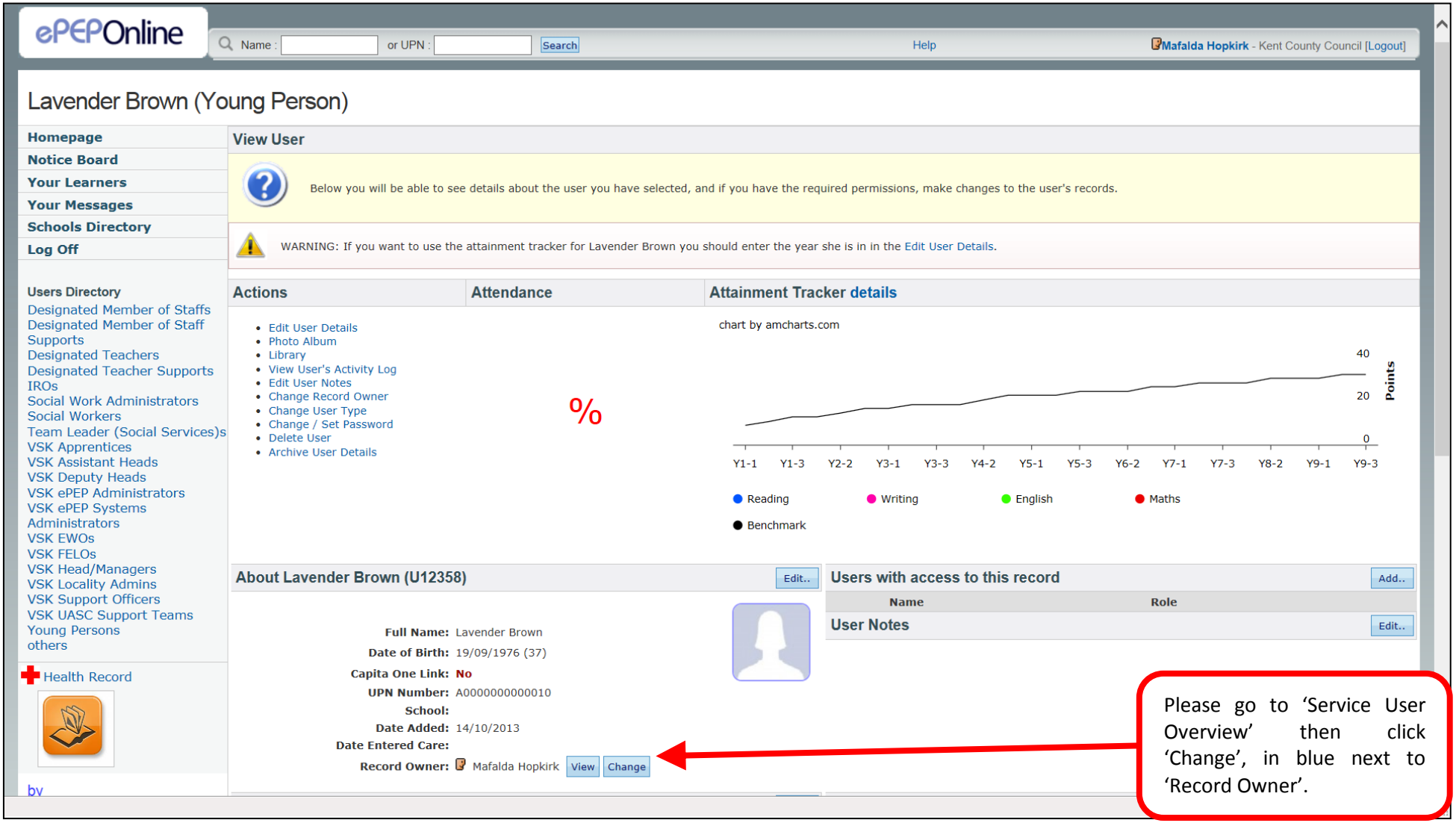
Check that you have selected the correct user. Please click 'Finish'.

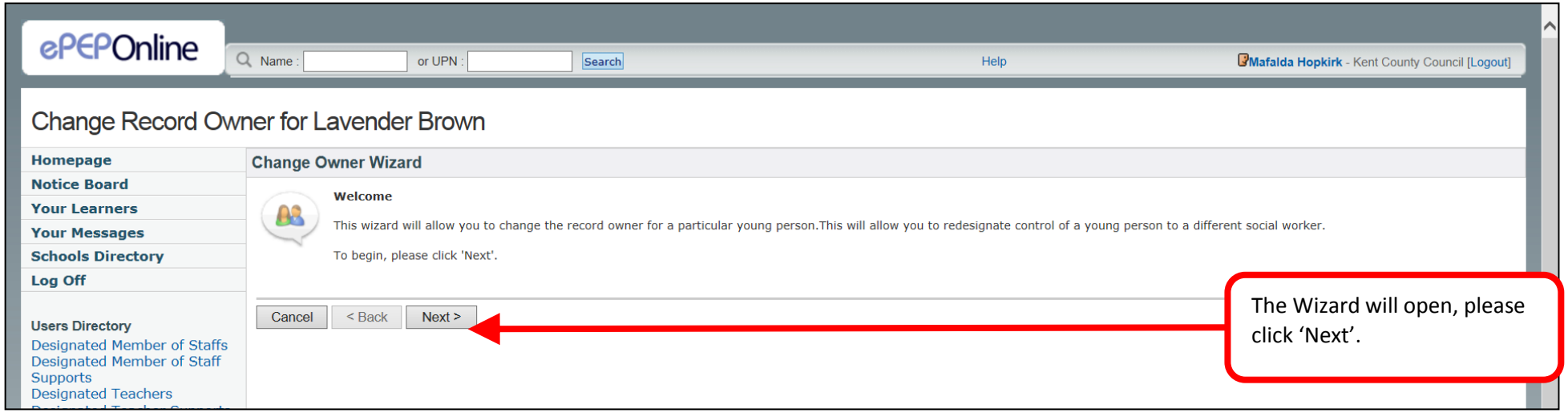

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Lavender Brown (Young Person)
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
View User
Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.
WARNING: If you want to use the attainment tracker for Lavender Brown you should enter the year she is in in the Edit User Details.
Actions
Edit User Details
Photo Album
Library
View User's Activity Log
Edit User Notes
Change Record Owner
Change User Type
Change / Set Password
Delete User
Archive User Details
Attendance
%
Attainment Tracker details
chart by amcharts.com
Y1-1
Y1-3
Y2-2
Y3-1
Y3-3
Y4-2
Y5-1
Y5-3
Y6-2
Y7-1
Y7-3
Y8-2
Y9-1
Y9-3
Reading
Writing
English
Maths
Benchmark
User record has been updated.
About Lavender Brown (U12295)
Edit..
Full Name: Lavender Brown
Date of Birth: 19/09/1979 (34)
Capita One Link: No
UPN Number: A000000000010
School: Hogwarts School of Witchcraft & Wizardry
Users with access to this record
Add..
Name
Role
Severus Snape
VSK Assistant Head
Edit..
Delete
User Notes
Edit..
On the 'Service User Overview' the professional or carer has now been associated to the young person.
125%

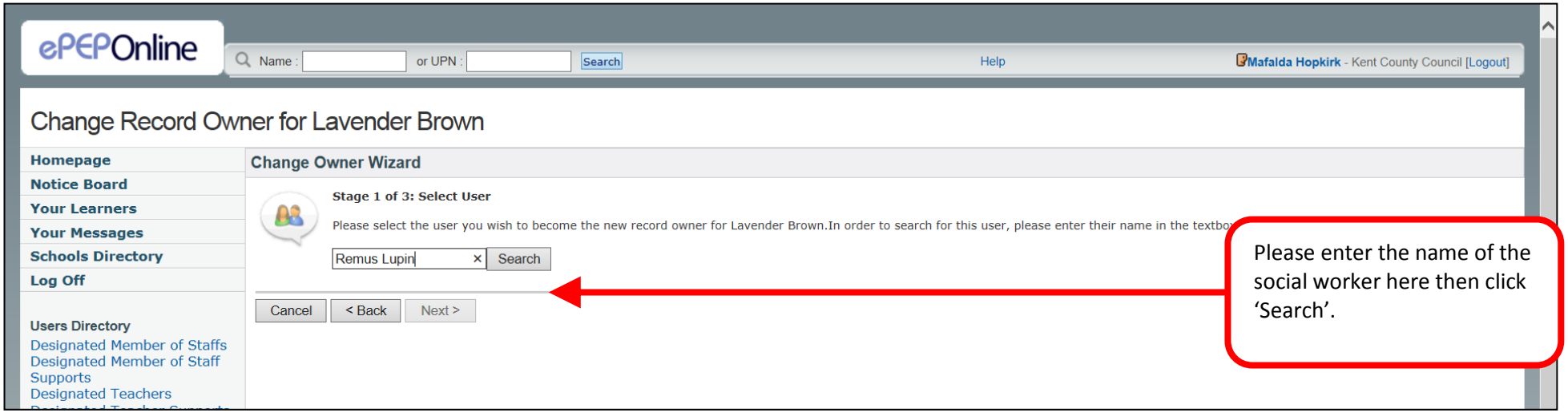

Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
by
eCareSolutions
Edit User Details
Photo Album
Library
View User's Activity Log
Edit User Notes
Change Record Owner
Change User Type
Change / Set Password
Delete User
Archive User Details
%
chart by amcharts.com
Y1-1
Y1-3
Y2-2
Y3-1
Y3-3
Y4-2
Y5-1
Y5-3
Y6-2
Reading
Writing
English
Maths
Benchmark
Please repeat the process until all associated professionals and carers are added as shown below.
User record has been updated.
About Lavender Brown (U12295)
Edit..
Full Name: Lavender Brown
Date of Birth: 19/09/1979 (34)
Capita One Link: No
UPN Number: A000000000010
School: Hogwarts School of Witchcraft & Wizardry (Other)
Date Added: 10/10/2013
Date Entered Care:
Record Owner: Remus Lupin View Change
Users with access to this record
Add..
Name
Role
Augusta Longbottom IRO Edit.. Delete
Sirius Black Foster Carer Edit.. Delete
Severus Snape VSK Assistant Head Edit.. Delete
Remus Lupin Social Worker Edit.. Delete
Rebeus Hagrid Designated Teacher Support Edit.. Delete
Pomona Sprout Designated Teacher Edit.. Delete
User Notes
Edit..
Current PEPs
Add..
Date Started
Target Date
Meeting Date
Completed PEPs
There are no completed assessments for Lavender Brown
School transitions
It is essential that this be filled in for any school educational placement change or move.
Start date
Transition to
Current school
New School
Add a school transition.
Time Tracker details
Lavender Brown
info
start
125%

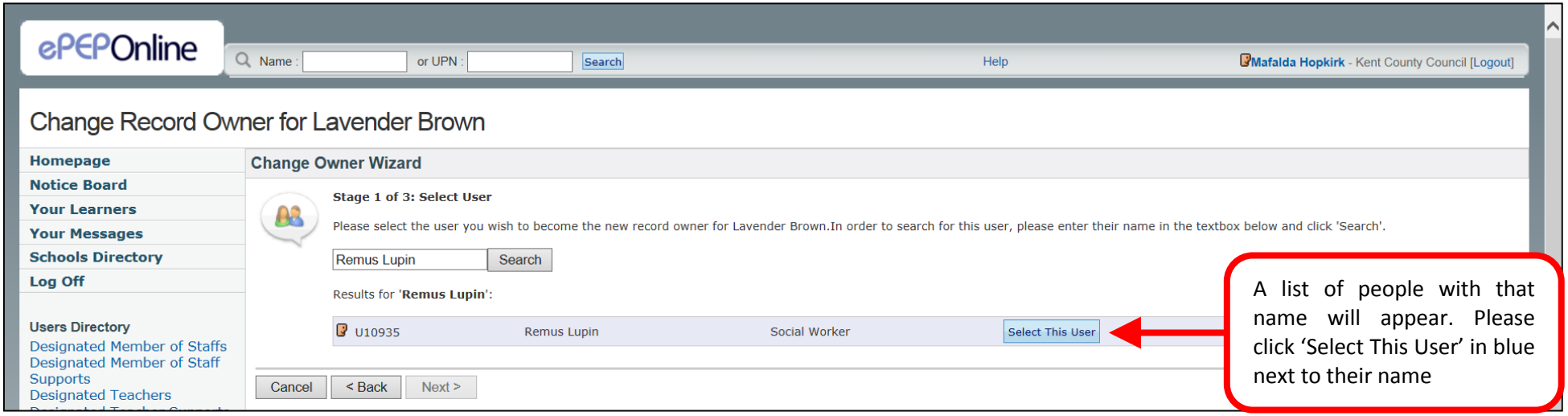
28) Changing a Young Persons Record Owner

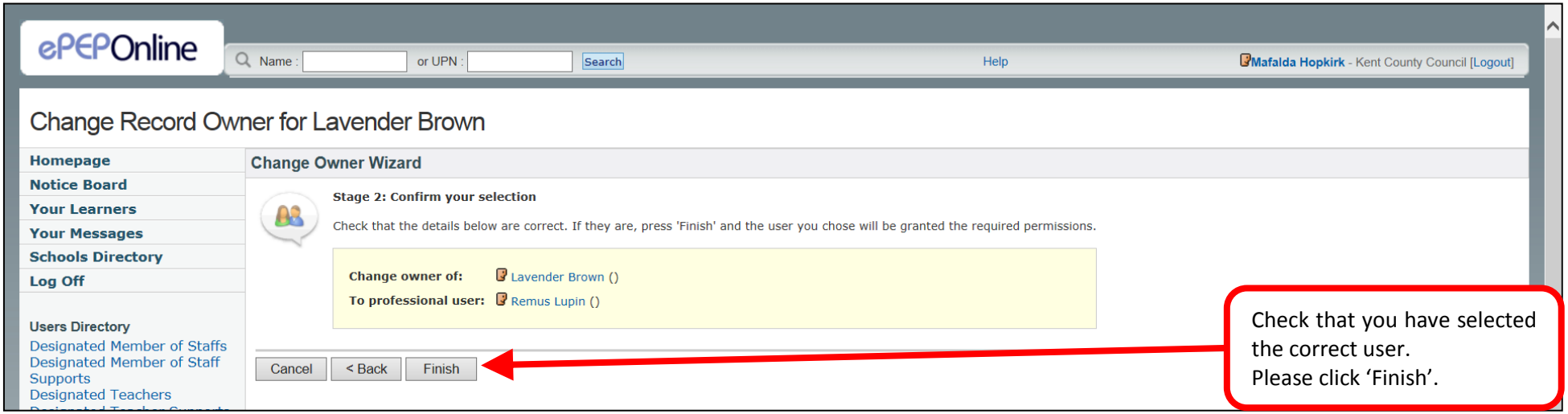
The record owner for a young Person should always be the Young Persons Social Worker. When you create a Young Person you automatically become the record owner for the young person. You will need to change the record owner when you create a young person or when the Social Worker changes.



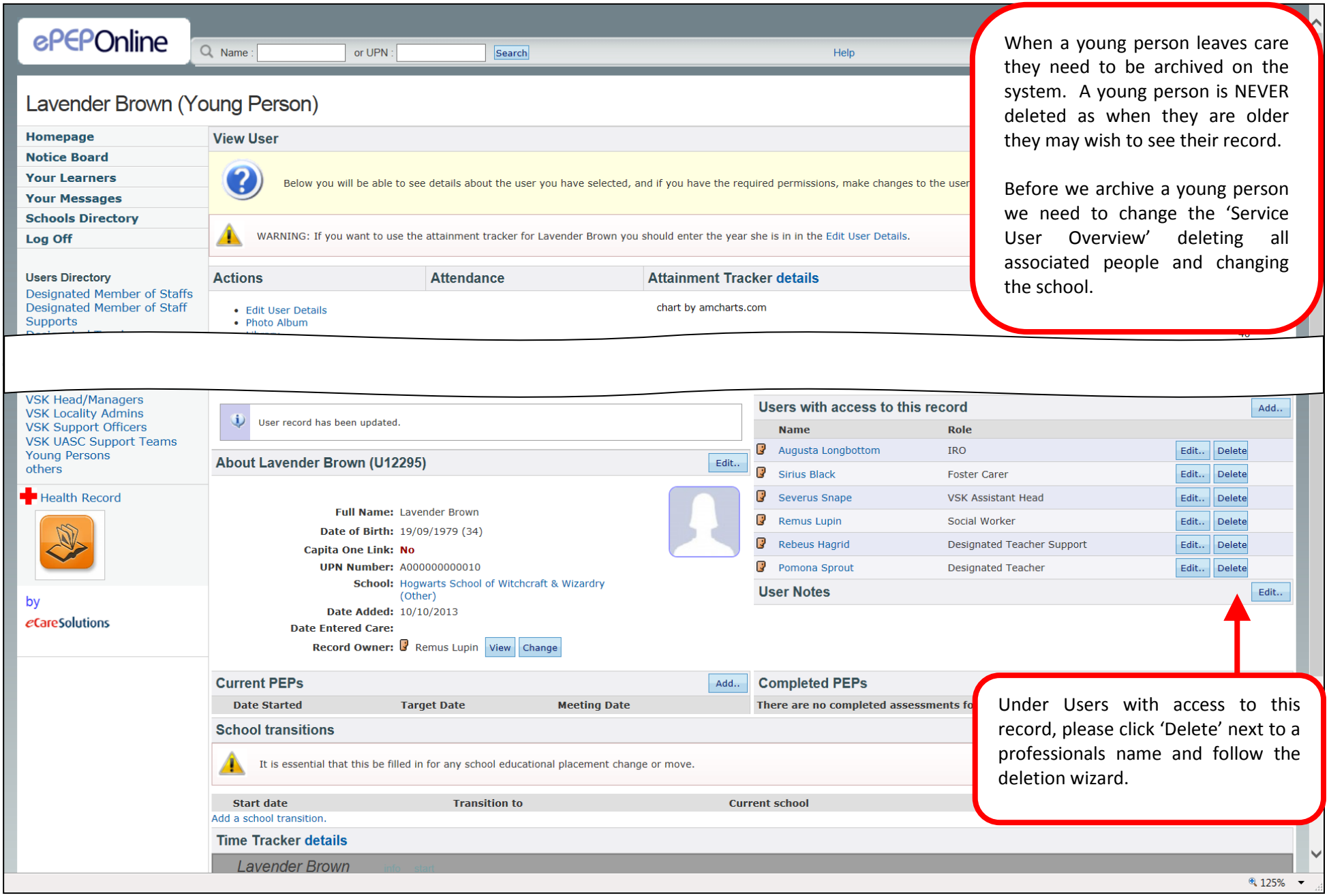

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Change Record Owner for Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Change Owner Wizard
Welcome
This wizard will allow you to change the record owner for a particular young person.This will allow you to redesignate control of a young person to a different social worker.
To begin, please click 'Next'.
Cancel
< Back
Next >
The Wizard will open, please click 'Next'.

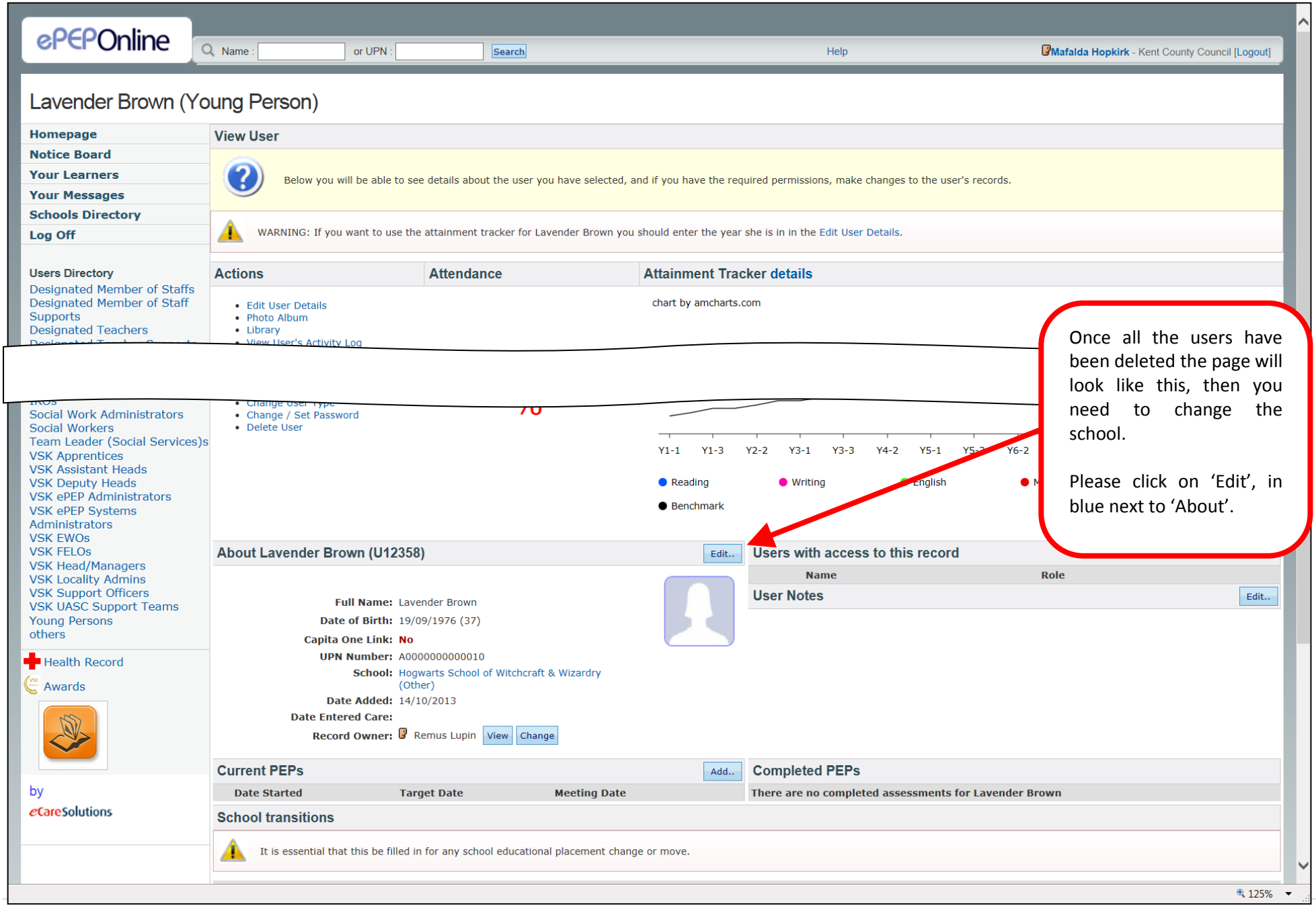

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Change Record Owner for Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Change Owner Wizard
Stage 1 of 3: Select User
Please select the user you wish to become the new record owner for Lavender Brown.In order to search for this user, please enter their name in the textbo
Remus Lupin
Search
Cancel
< Back
Next >
Please enter the name of the social worker here then click 'Search'.


ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Change Record Owner for Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Change Owner Wizard
Stage 1 of 3: Select User
Please select the user you wish to become the new record owner for Lavender Brown.In order to search for this user, please enter their name in the textbox below and click 'Search'.
Remus Lupin
Search
Results for 'Remus Lupin':
U10935
Remus Lupin
Social Worker
Select This User
Cancel
< Back
Next >
A list of people with that name will appear. Please click 'Select This User' in blue next to their name


ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Change Record Owner for Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Change Owner Wizard
Stage 2: Confirm your selection
Check that the details below are correct. If they are, press 'Finish' and the user you chose will be granted the required permissions.
Change owner of:
Lavender Brown ()
To professional user:
Remus Lupin ()
Cancel
< Back
Finish
Check that you have selected the correct user.
Please click 'Finish'.

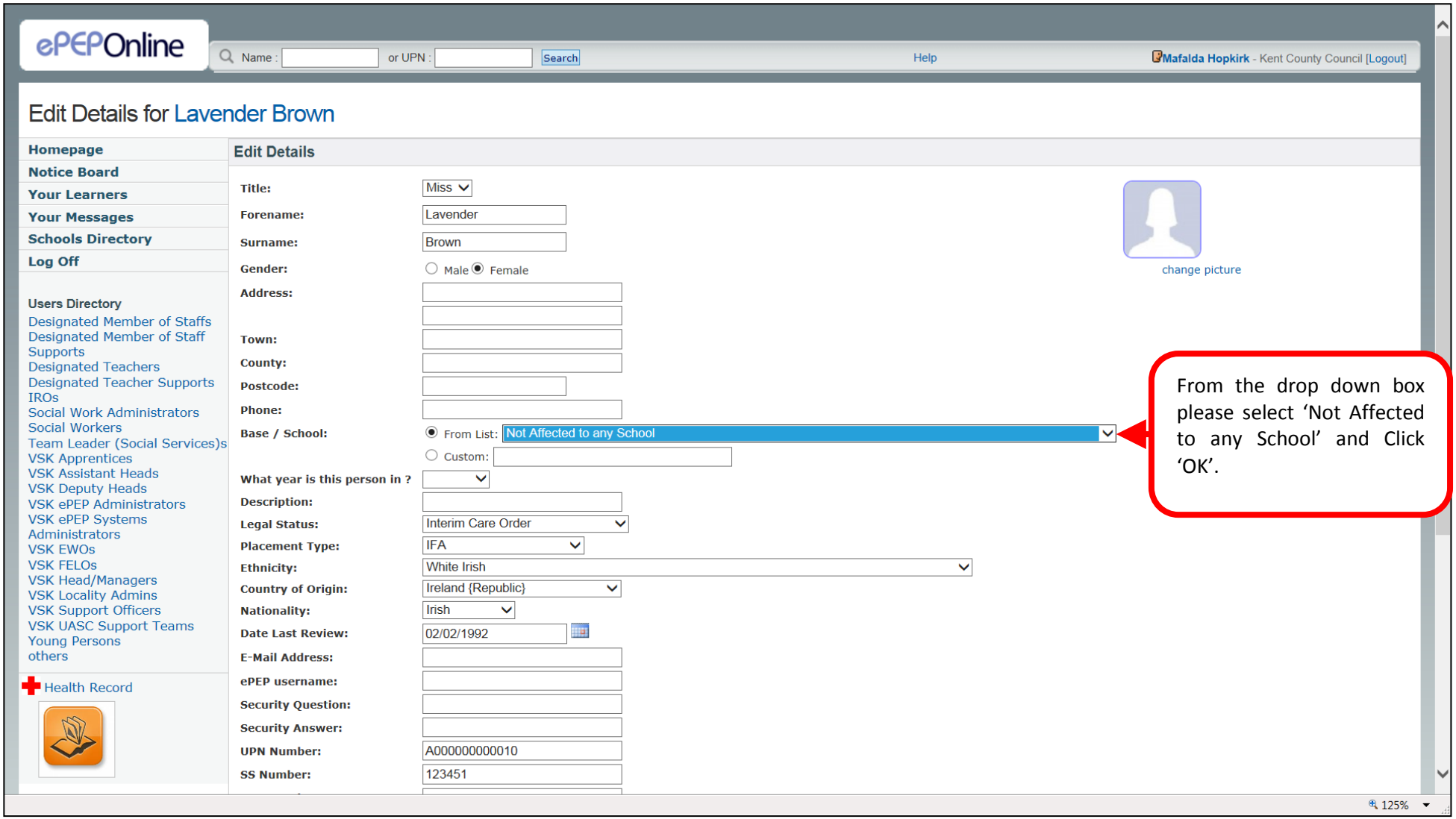
29) Archiving a Young Person

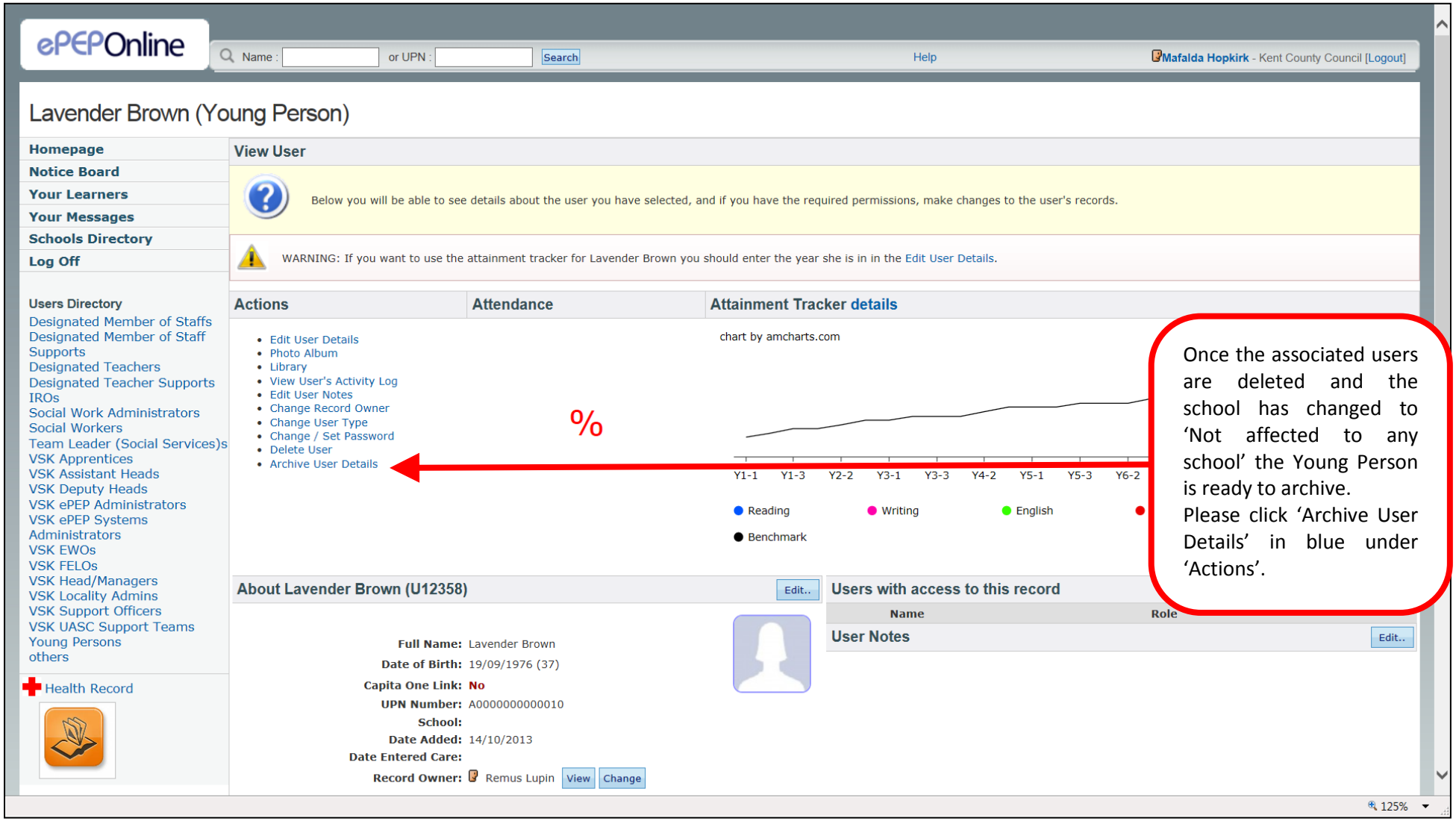

When a young person leaves care they need to be archived on the system. A young person is NEVER deleted as when they are older they may wish to see their record.
Before we archive a young person we need to change the 'Service User Overview' deleting all associated people and changing the school.
ePEPOnline
Name :
or UPN :
Search
Help
Lavender Brown (Young Person)
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
View User
Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user
WARNING: If you want to use the attainment tracker for Lavender Brown you should enter the year she is in in the Edit User Details.
Actions
Attendance
Attainment Tracker details
Edit User Details
Photo Album
chart by amcharts.com
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
by
eCareSolutions
User record has been updated.
About Lavender Brown (U12295)
Edit..
Full Name: Lavender Brown
Date of Birth: 19/09/1979 (34)
Capita One Link: No
UPN Number: A000000000010
School: Hogwarts School of Witchcraft & Wizardry (Other)
Date Added: 10/10/2013
Date Entered Care:
Record Owner: Remus Lupin View Change
Users with access to this record
Add..
Name
Role
Augusta Longbottom IRO Edit.. Delete
Sirius Black Foster Carer Edit.. Delete
Severus Snape VSK Assistant Head Edit.. Delete
Remus Lupin Social Worker Edit.. Delete
Rebeus Hagrid Designated Teacher Support Edit.. Delete
Pomona Sprout Designated Teacher Edit.. Delete
User Notes
Edit..
Current PEPs
Add..
Date Started
Target Date
Meeting Date
Completed PEPs
There are no completed assessments fo
School transitions
It is essential that this be filled in for any school educational placement change or move.
Start date
Transition to
Current school
Add a school transition.
Time Tracker details
Lavender Brown
info
start
125%
Under Users with access to this record, please click 'Delete' next to a professionals name and follow the deletion wizard.



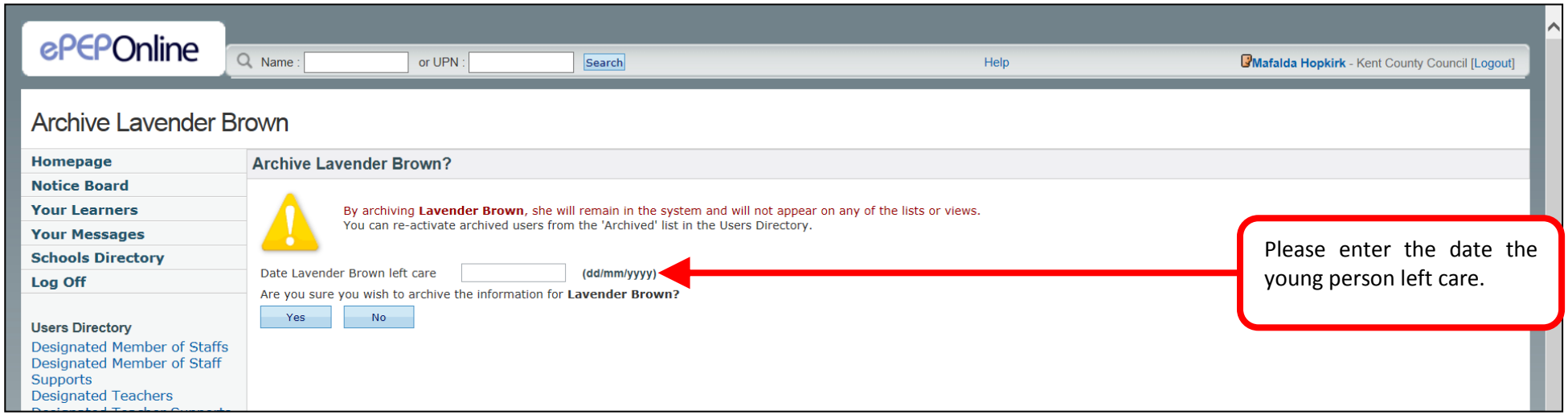
Once all the users have been deleted the page will look like this, then you need to change the school.

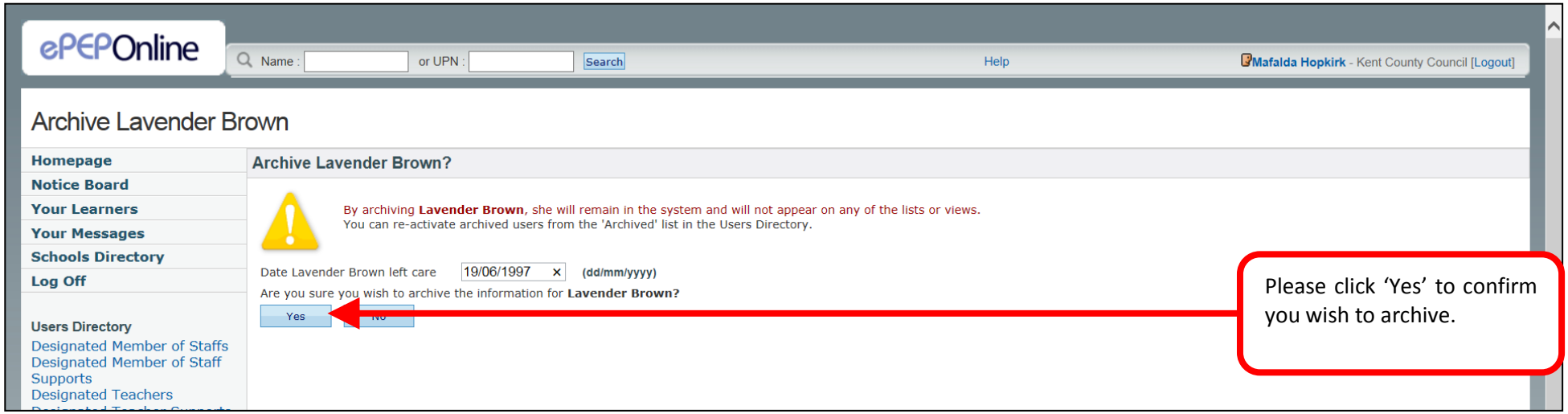
Please click on 'Edit', in blue next to 'About'.

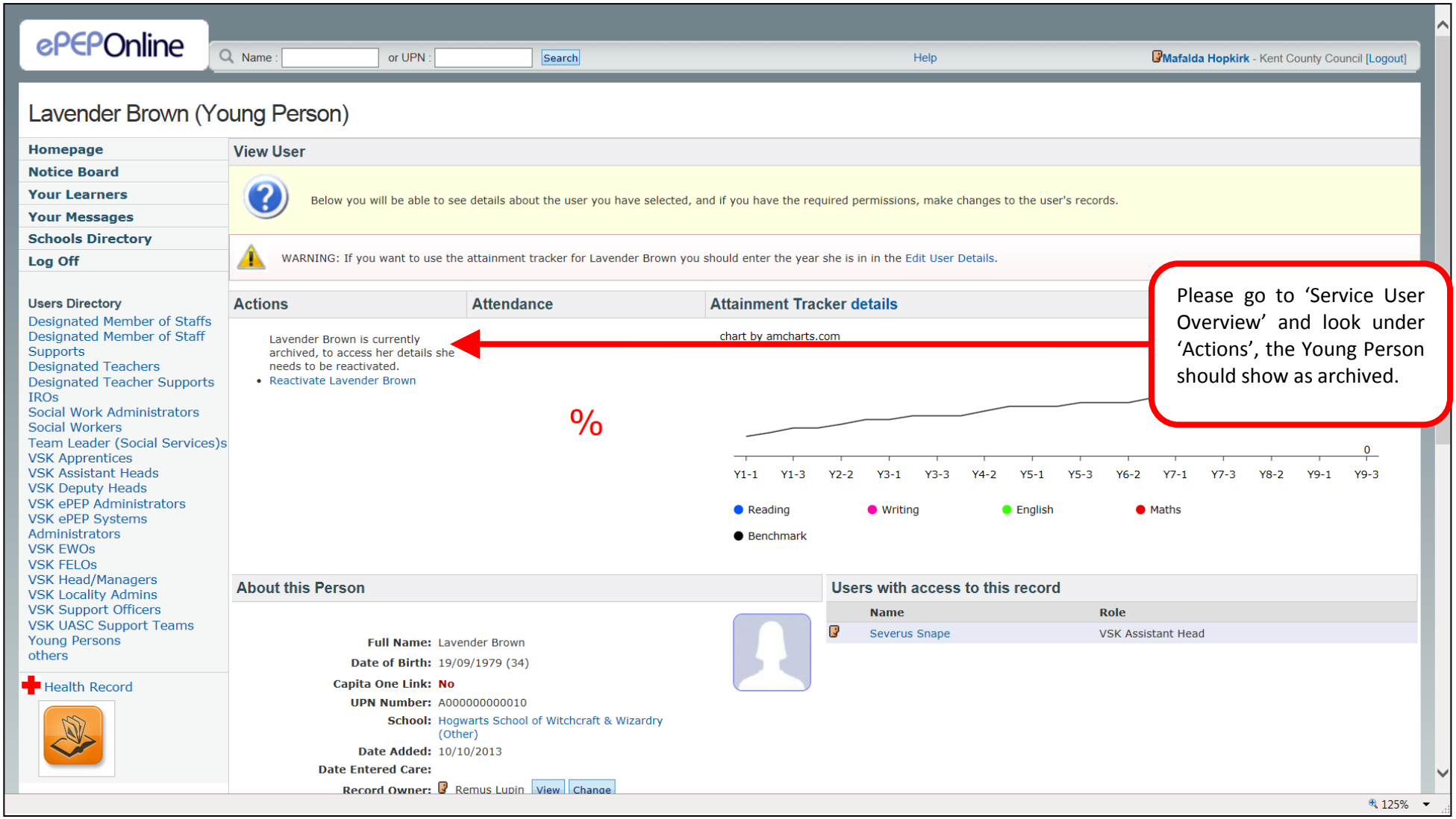

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Edit Details for Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Edit Details
Title: Miss
Forename: Lavender
Surname: Brown
Gender: Male Female
change picture
Address:
Town:
County:
Postcode:
Phone:
Base / School: From List: Not Affected to any School
Custom:
What year is this person in ?
Description:
Legal Status: Interim Care Order
Placement Type: IFA
Ethnicity: White Irish
Country of Origin: Ireland {Republic}
Nationality: Irish
Date Last Review: 02/02/1992
E-Mail Address:
ePEP username:
Security Question:
Security Answer:
UPN Number: A000000000010
SS Number: 123451
From the drop down box please select 'Not Affected to any School' and Click 'OK'.
125%



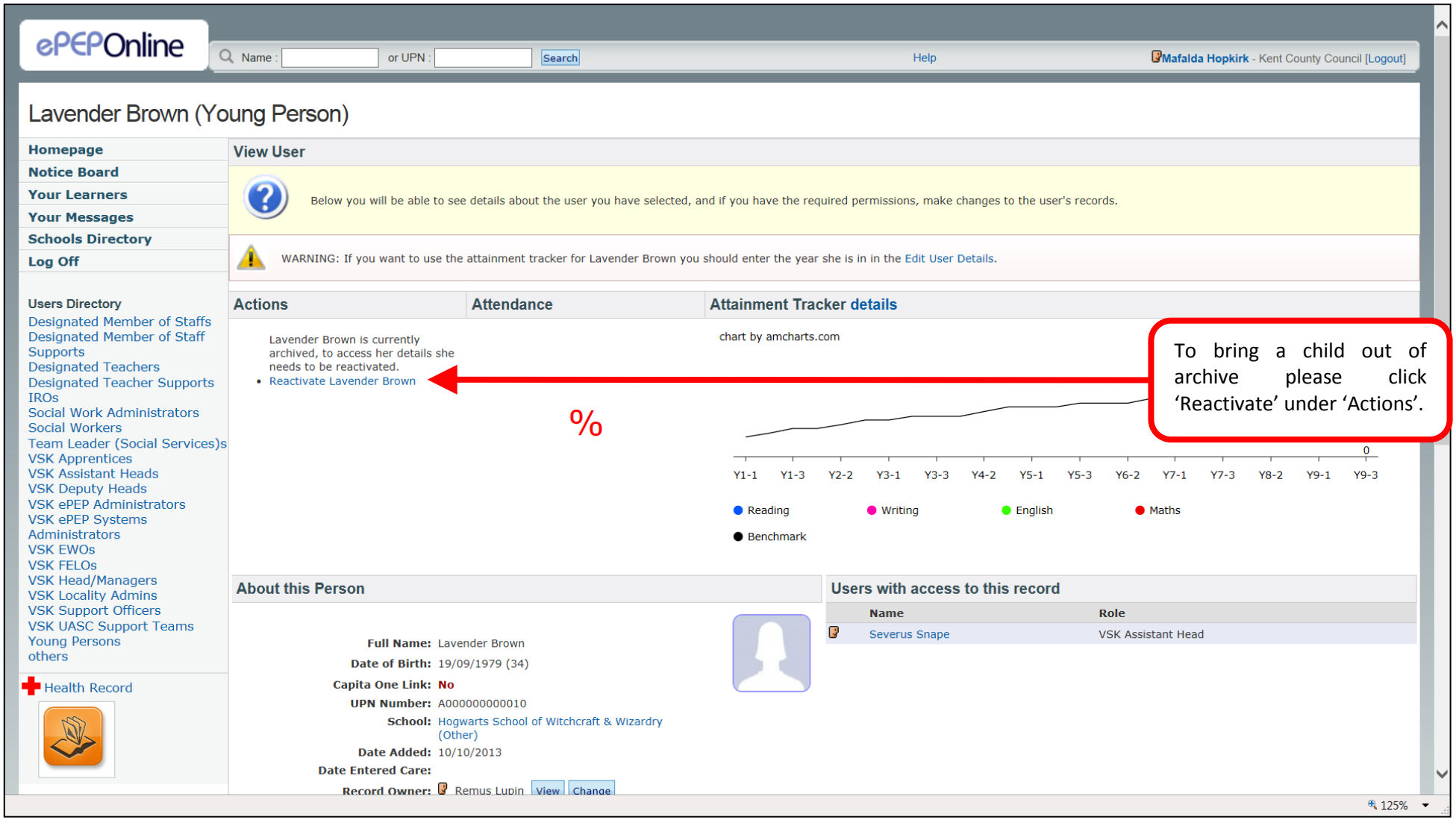
Once the associated users are deleted and the school has changed to 'Not affected to any school' the Young Person is ready to archive.
Please click 'Archive User Details' in blue under 'Actions'.

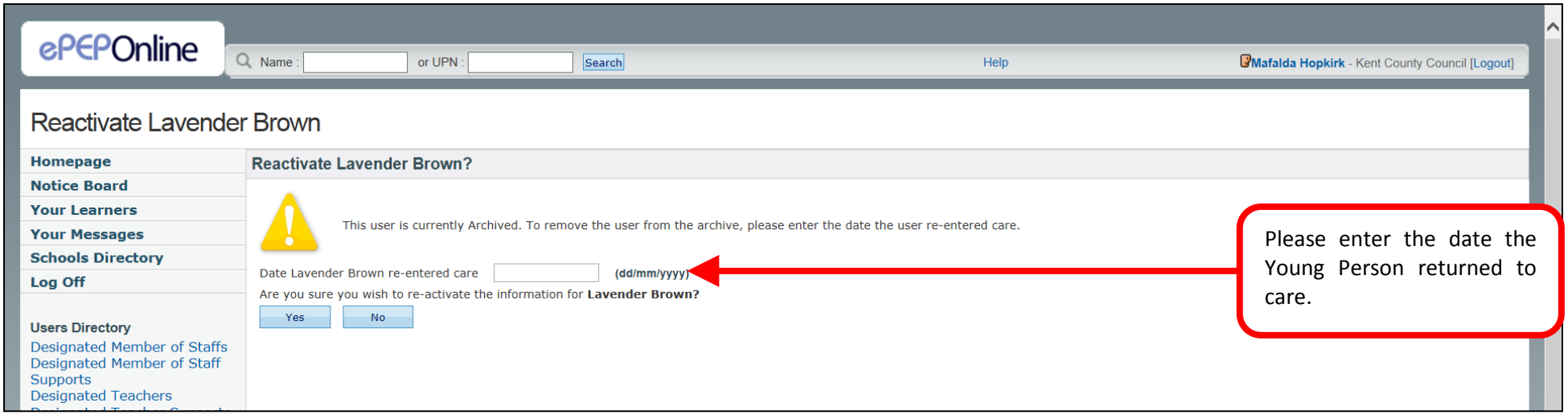

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Archive Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Archive Lavender Brown?
By archiving Lavender Brown, she will remain in the system and will not appear on any of the lists or views.
You can re-activate archived users from the 'Archived' list in the Users Directory.
Date Lavender Brown left care
(dd/mm/yyyy)
Are you sure you wish to archive the information for Lavender Brown?
Yes
No
Please enter the date the young person left care.

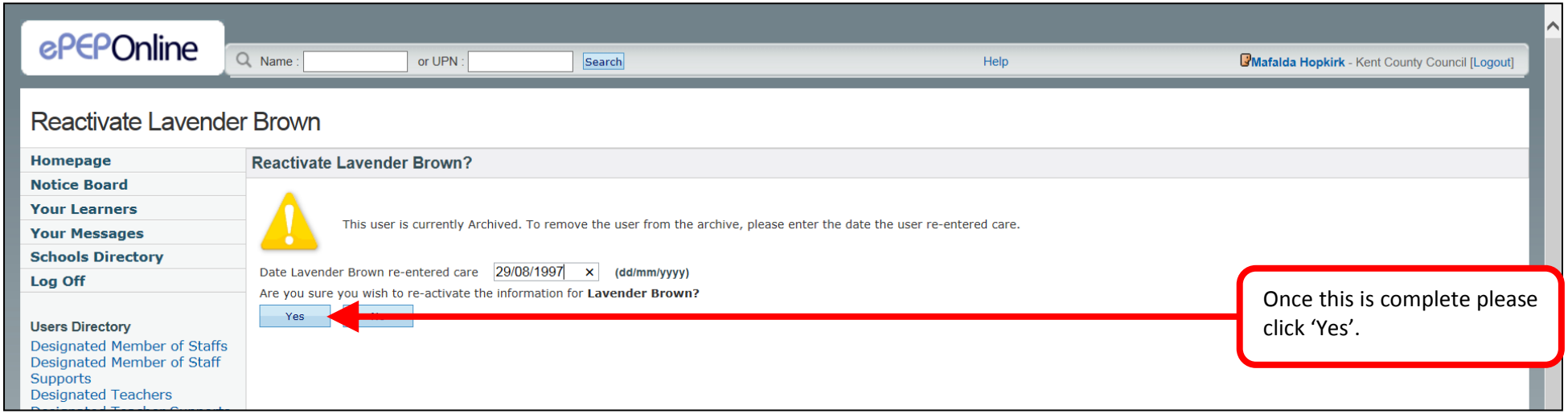

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Archive Lavender Brown
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Archive Lavender Brown?
By archiving Lavender Brown, she will remain in the system and will not appear on any of the lists or views.
You can re-activate archived users from the 'Archived' list in the Users Directory.
Date Lavender Brown left care
19/06/1997
(dd/mm/yyyy)
Are you sure you wish to archive the information for Lavender Brown?
Yes
Please click 'Yes' to confirm you wish to archive.


ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Lavender Brown (Young Person)
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
View User
Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.
WARNING: If you want to use the attainment tracker for Lavender Brown you should enter the year she is in in the Edit User Details.
Actions
Attendance
Attainment Tracker details
Lavender Brown is currently archived, to access her details she needs to be reactivated.
Reactivate Lavender Brown
%
chart by amcharts.com
0
Y1-1
Y1-3
Y2-2
Y3-1
Y3-3
Y4-2
Y5-1
Y5-3
Y6-2
Y7-1
Y7-3
Y8-2
Y9-1
Y9-3
Reading
Writing
English
Maths
Benchmark
Please go to 'Service User Overview' and look under 'Actions', the Young Person should show as archived.
About this Person
Full Name: Lavender Brown
Date of Birth: 19/09/1979 (34)
Capita One Link: No
UPN Number: A000000000010
School: Hogwarts School of Witchcraft & Wizardry (Other)
Date Added: 10/10/2013
Date Entered Care:
Record Owner: Remus Lupin View Change
Users with access to this record
Name
Role
Severus Snape
VSK Assistant Head
125%

30) Reactivating a Young Person

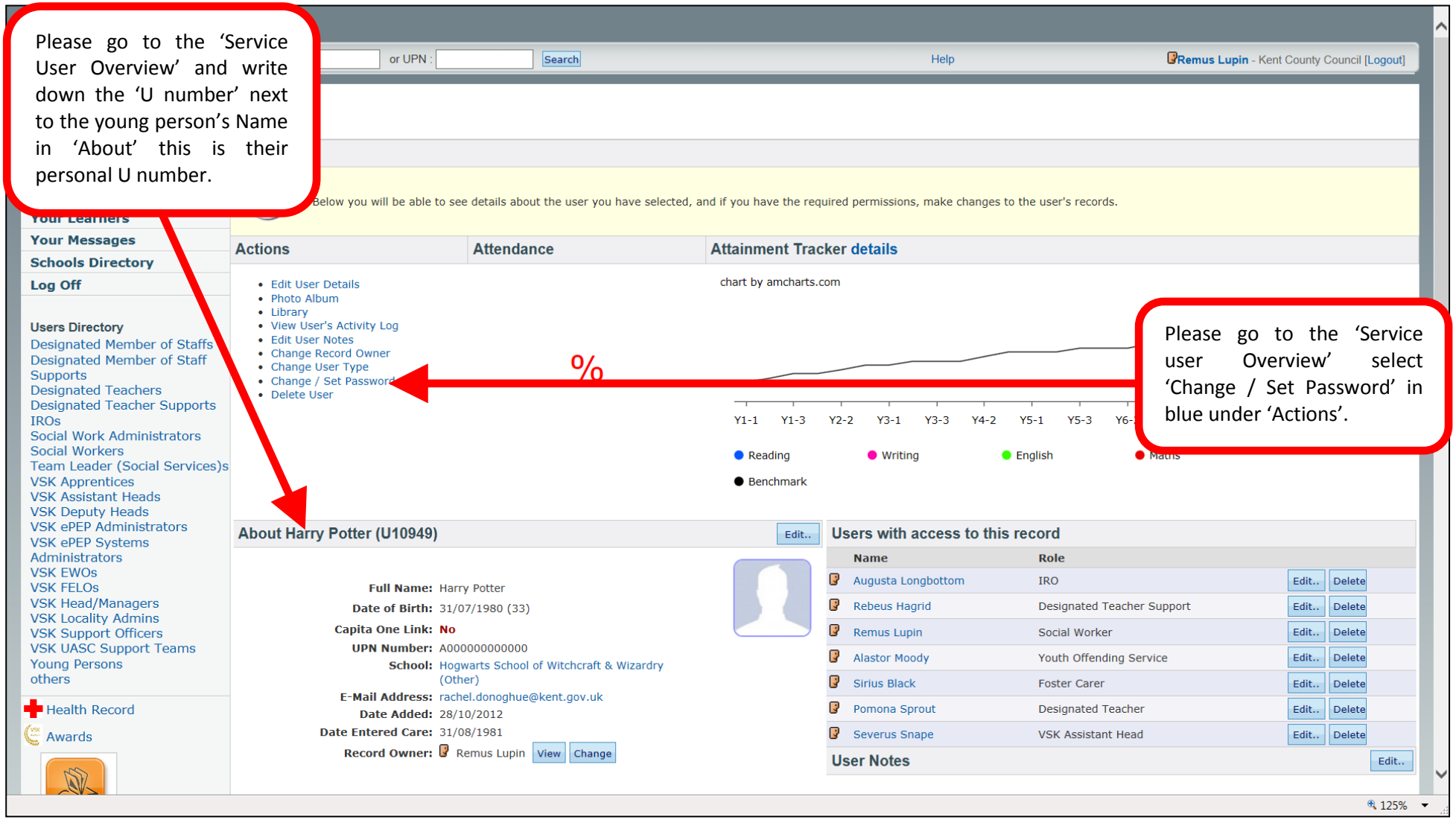


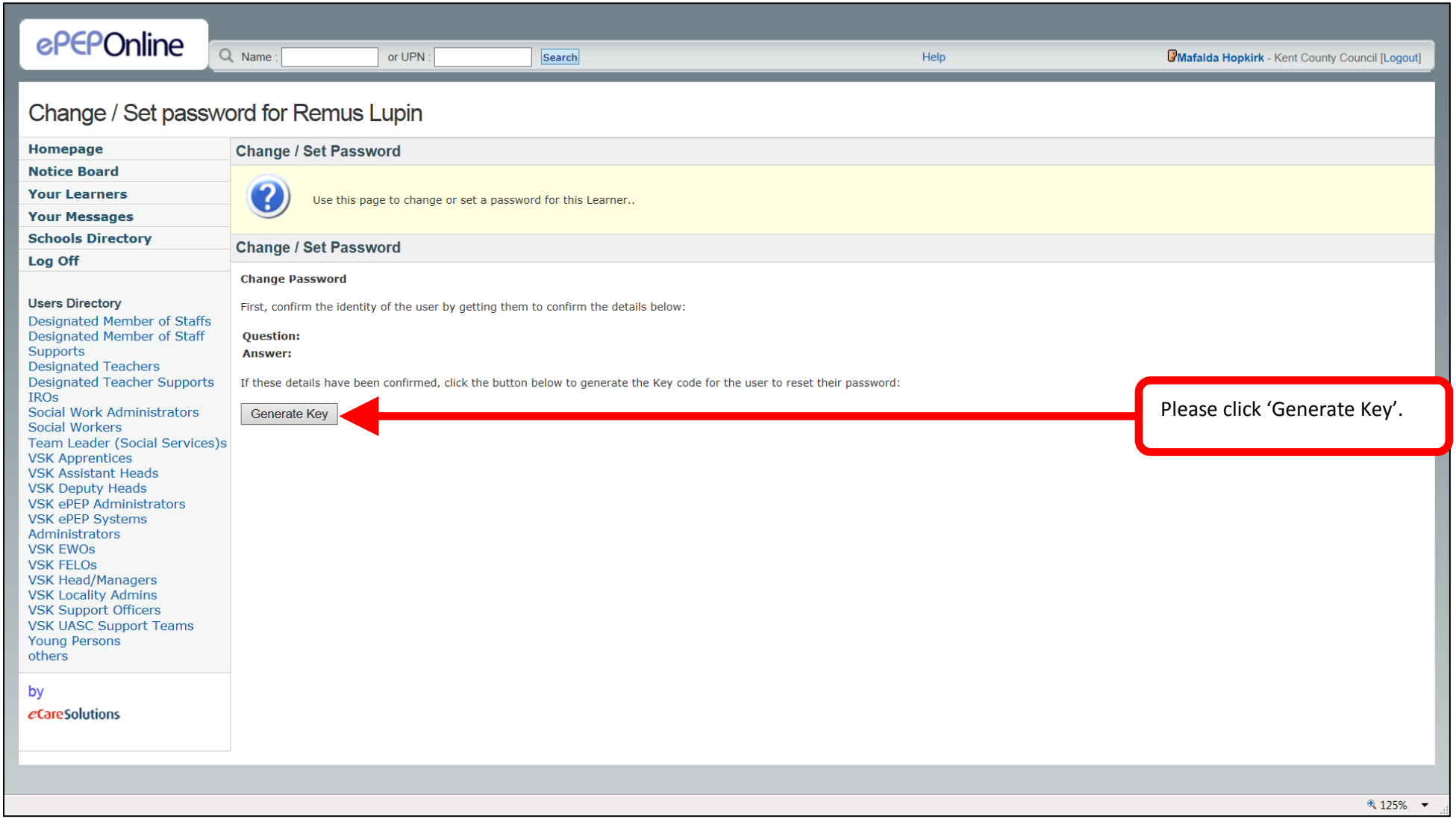


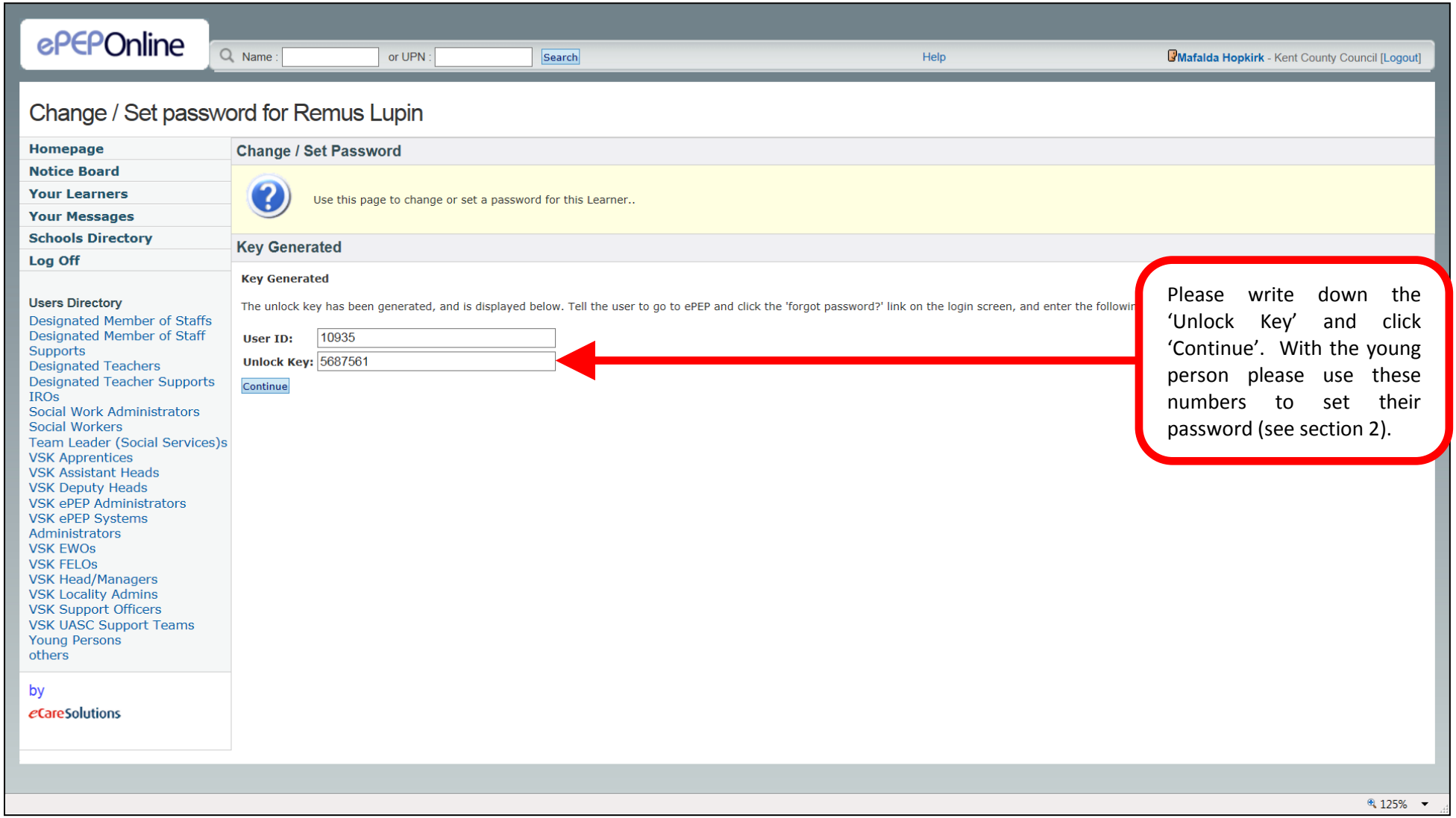


When the Young Person is out of archive, please remember to add Associated Users (see section 27) and change the school detail (see section 34).

31) How to give a Young Person Access to the ePEP System



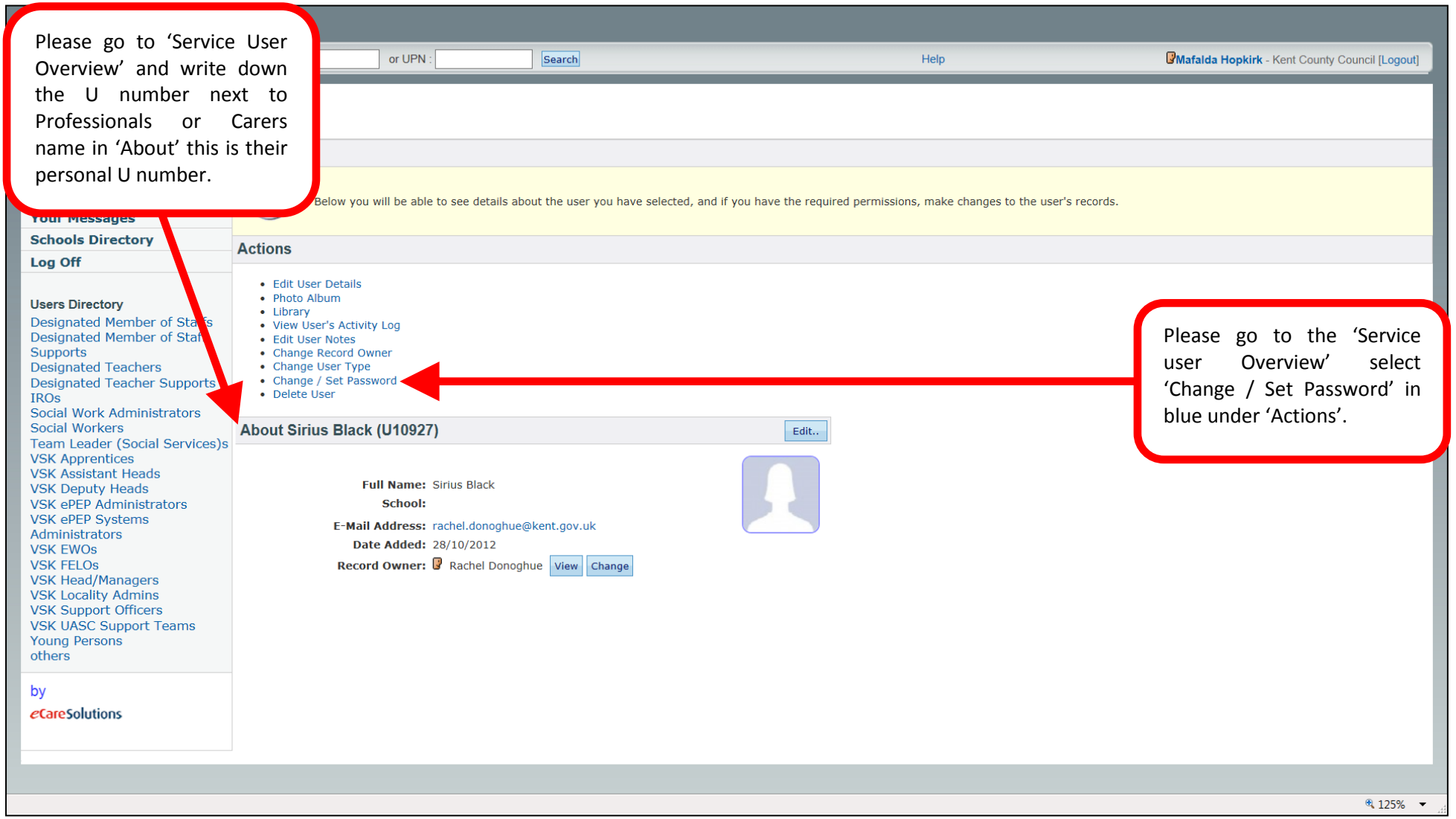

ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Change / Set password for Remus Lupin
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Change / Set Password
Use this page to change or set a password for this Learner..
Change / Set Password
Change Password
First, confirm the identity of the user by getting them to confirm the details below:
Question:
Answer:
If these details have been confirmed, click the button below to generate the Key code for the user to reset their password:
Generate Key
Please click 'Generate Key'.
125%

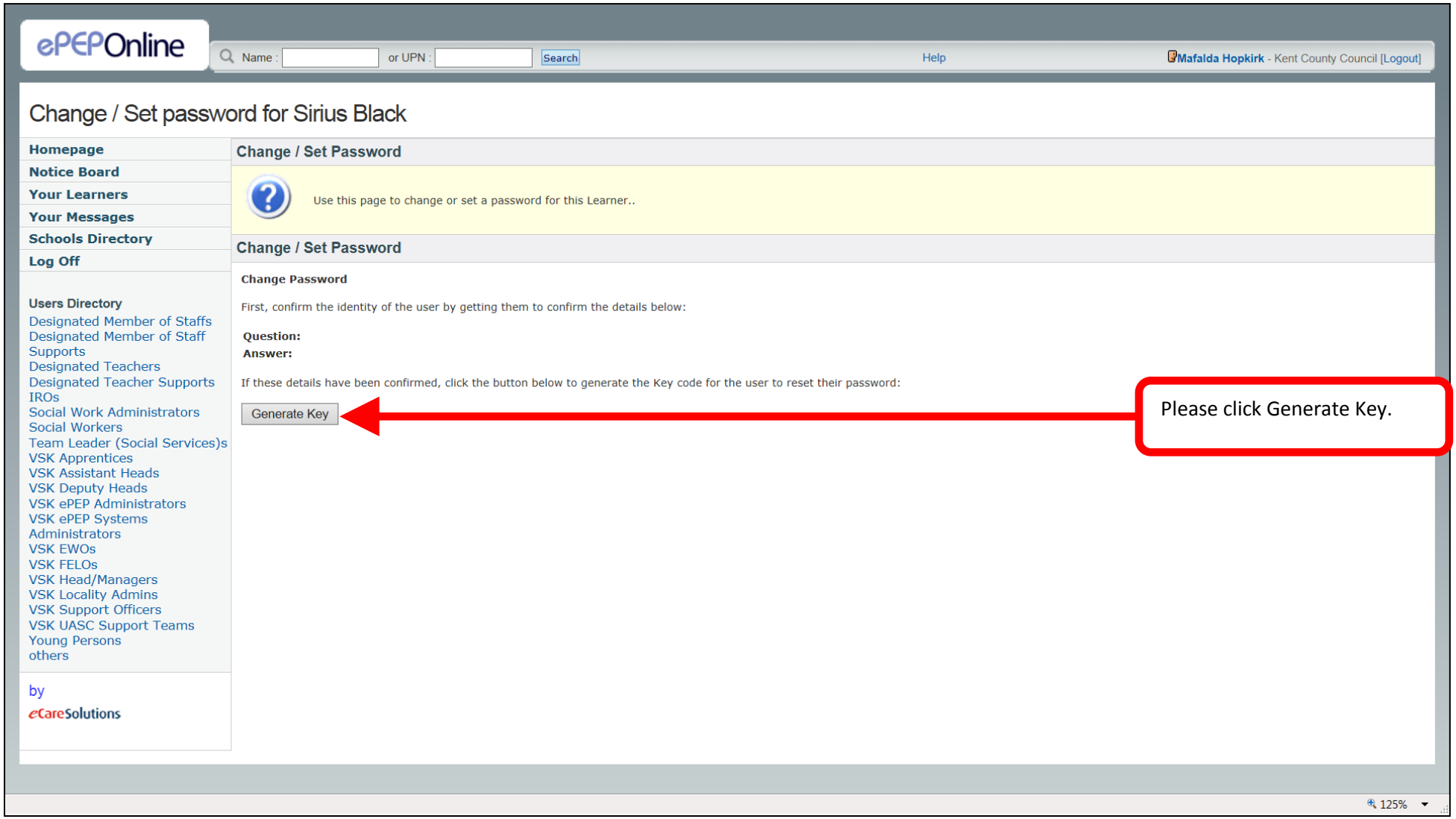


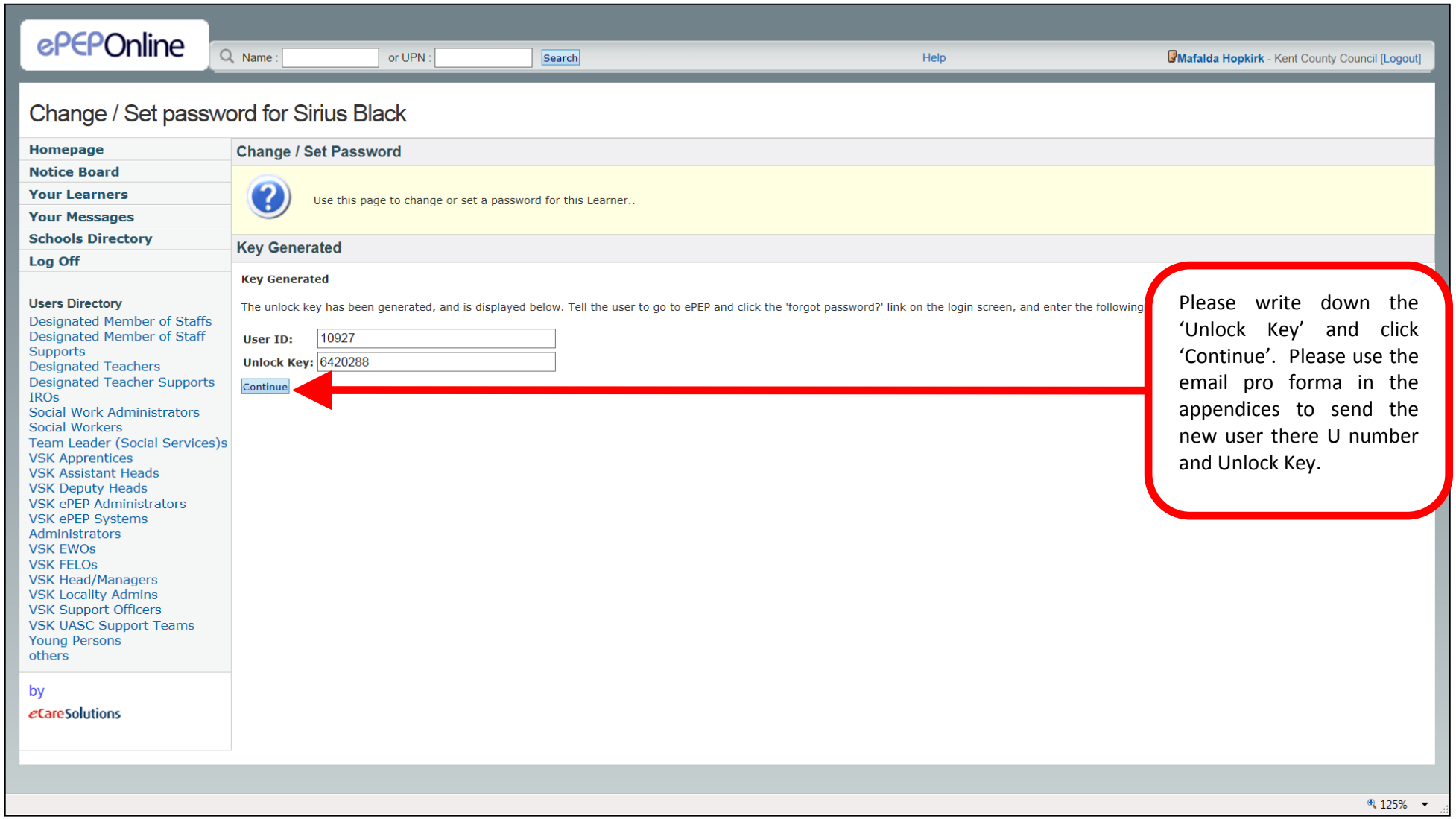
Please write down the 'Unlock Key' and click 'Continue'. With the young person please use these numbers to set their password (see section 2).

32) How to give a Professional or Carer Access to the ePEP System

When giving a Professional or Carer access please **ALWAYS** get them to sign a User Agreement First, this can be found in the Appendices at the end of this Manual. This **MUST** be signed and sent back to VSK, if not when the system is audited their account will be suspended.




ePEPOnline
Name :
or UPN :
Search
Help
Mafalda Hopkirk - Kent County Council [Logout]
Change / Set password for Sirius Black
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Change / Set Password
Use this page to change or set a password for this Learner..
Change / Set Password
Change Password
First, confirm the identity of the user by getting them to confirm the details below:
Question:
Answer:
If these details have been confirmed, click the button below to generate the Key code for the user to reset their password:
Generate Key
Please click Generate Key.
125%



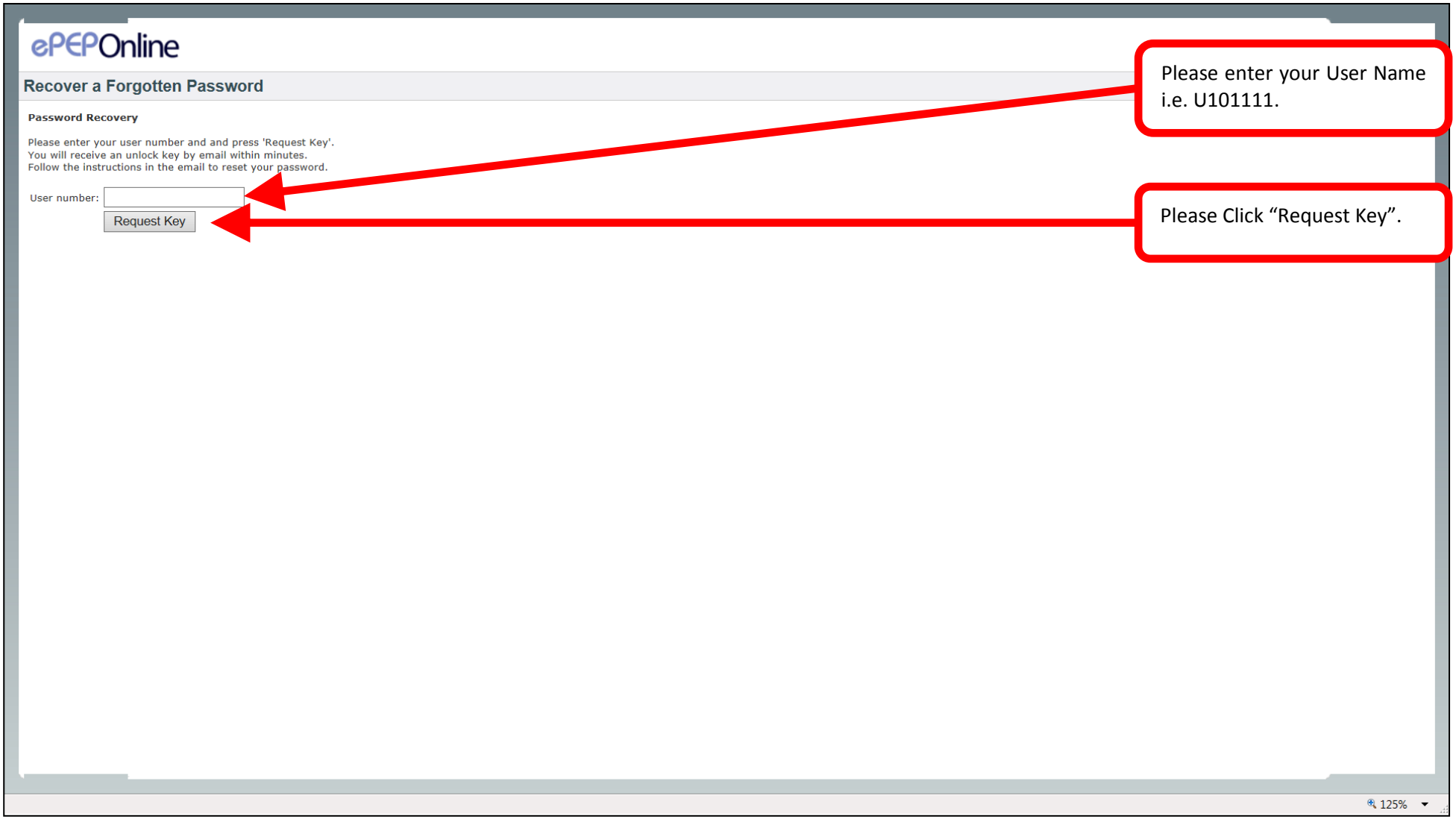
Please write down the 'Unlock Key' and click 'Continue'. Please use the email pro forma in the appendices to send the new user there U number and Unlock Key.

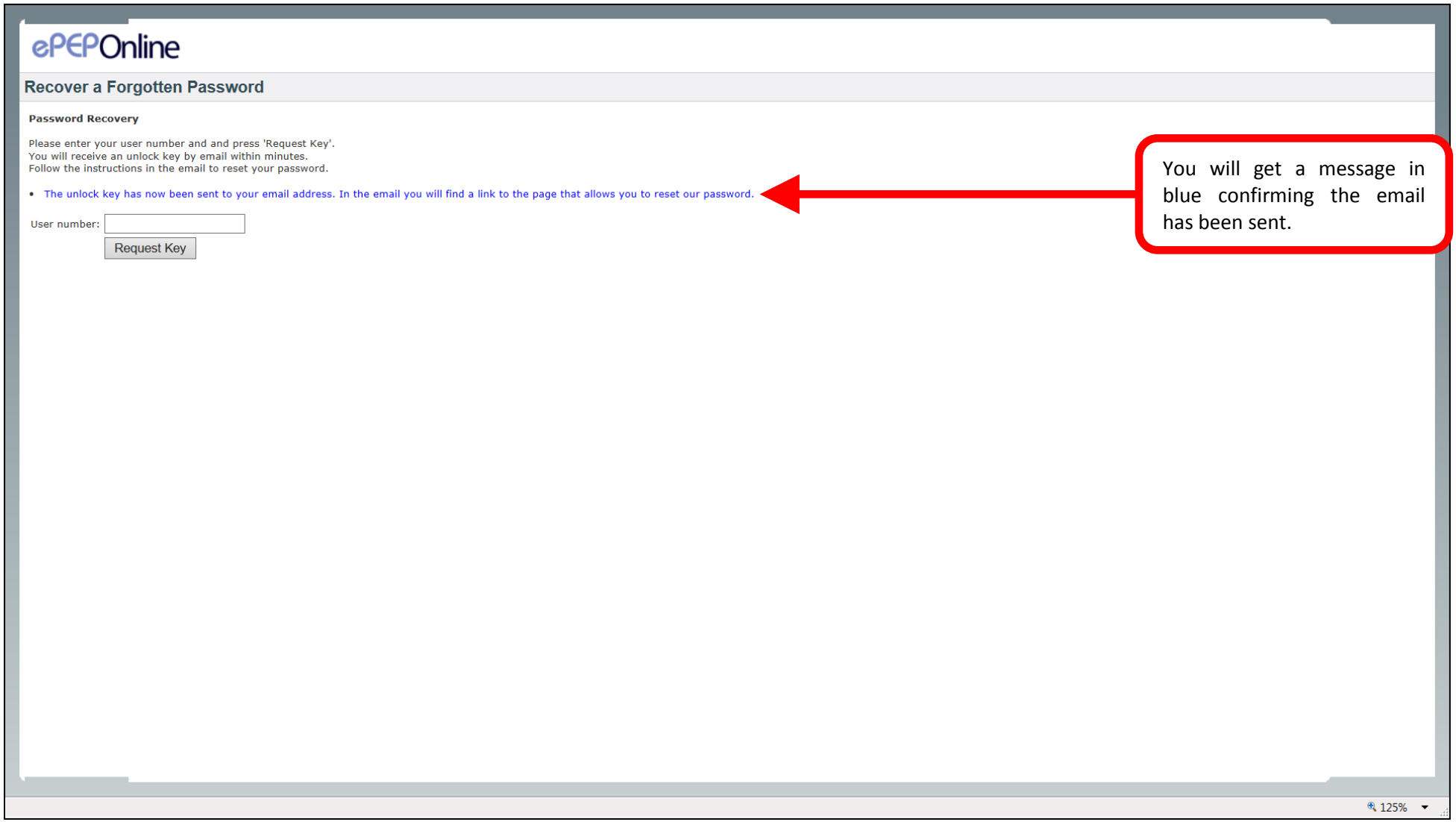
Troubleshooting

33) Password Help

b) Changing a password if you are locked out of the system

This will only work for adult users. The email will be sent to your email inbox associated to your User details.

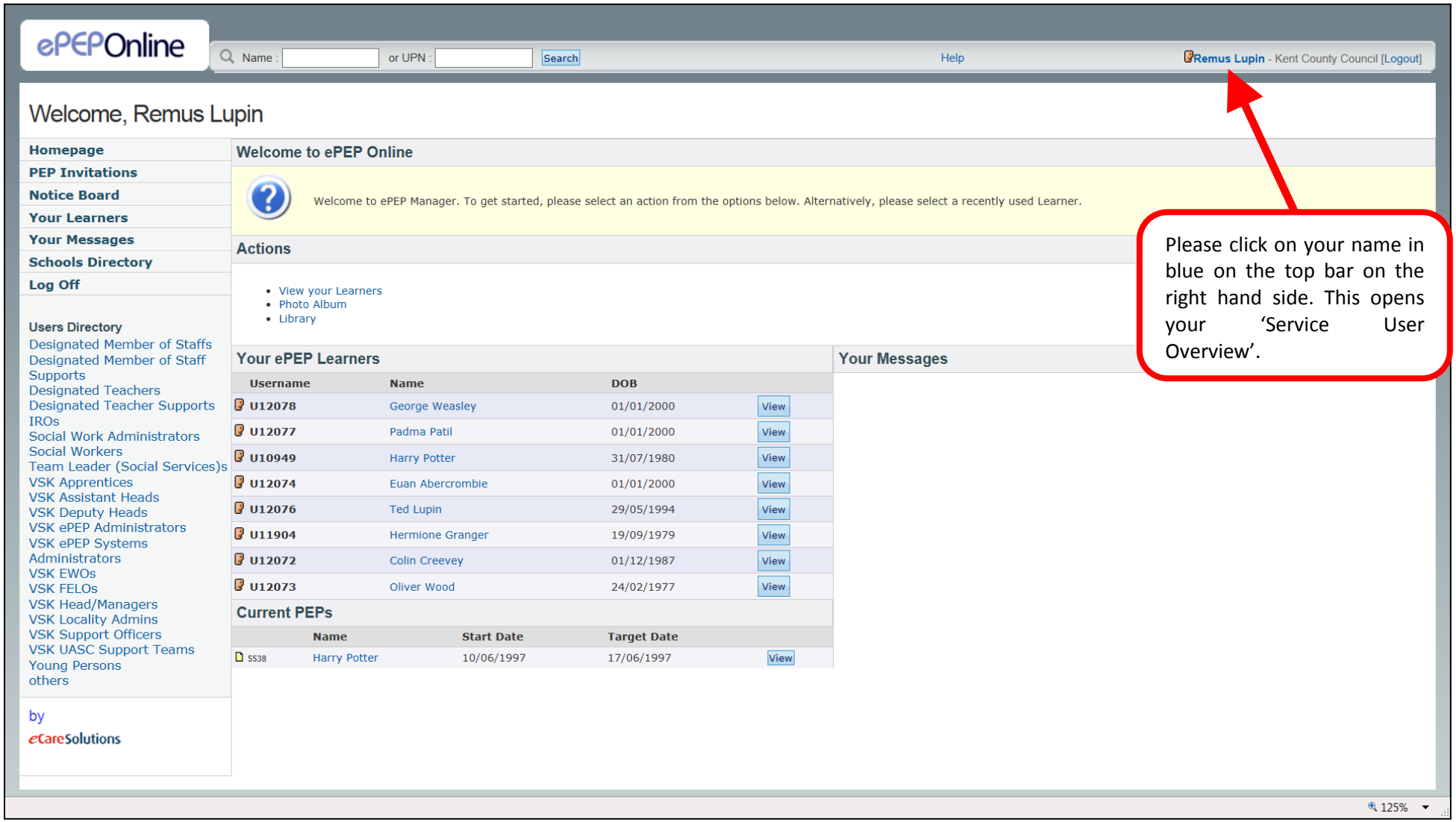

ePEPOnline
Recover a Forgotten Password
Password Recovery
Please enter your user number and and press 'Request Key'.
You will receive an unlock key by email within minutes.
Follow the instructions in the email to reset your password.
User number:
Request Key
Please enter your User Name i.e. U101111.
Please Click “Request Key”.
125%

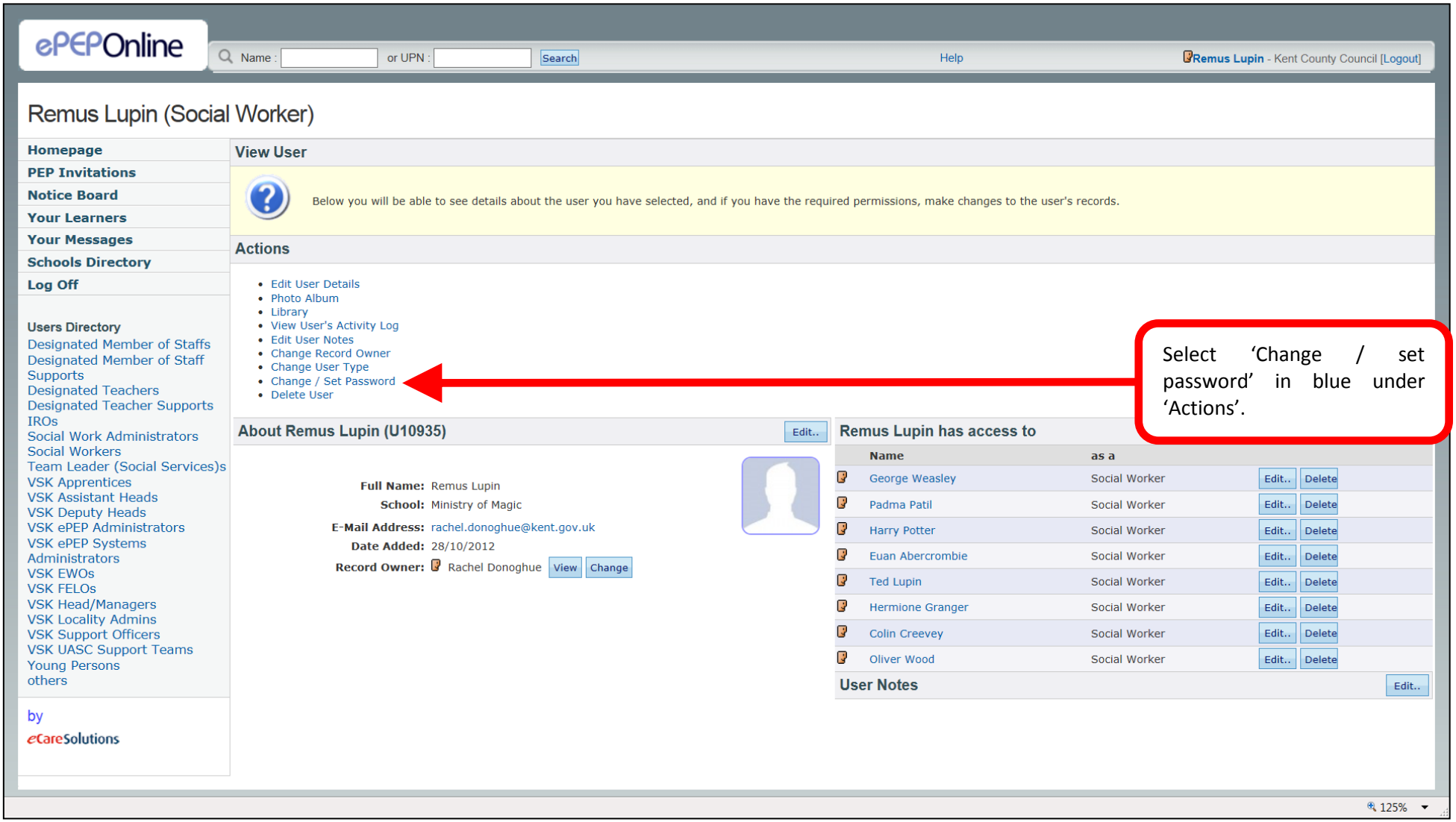

ePEPOnline
Recover a Forgotten Password
Password Recovery
Please enter your user number and and press 'Request Key'.
You will receive an unlock key by email within minutes.
Follow the instructions in the email to reset your password.
The unlock key has now been sent to your email address. In the email you will find a link to the page that allows you to reset our password.
User number:
Request Key
125%

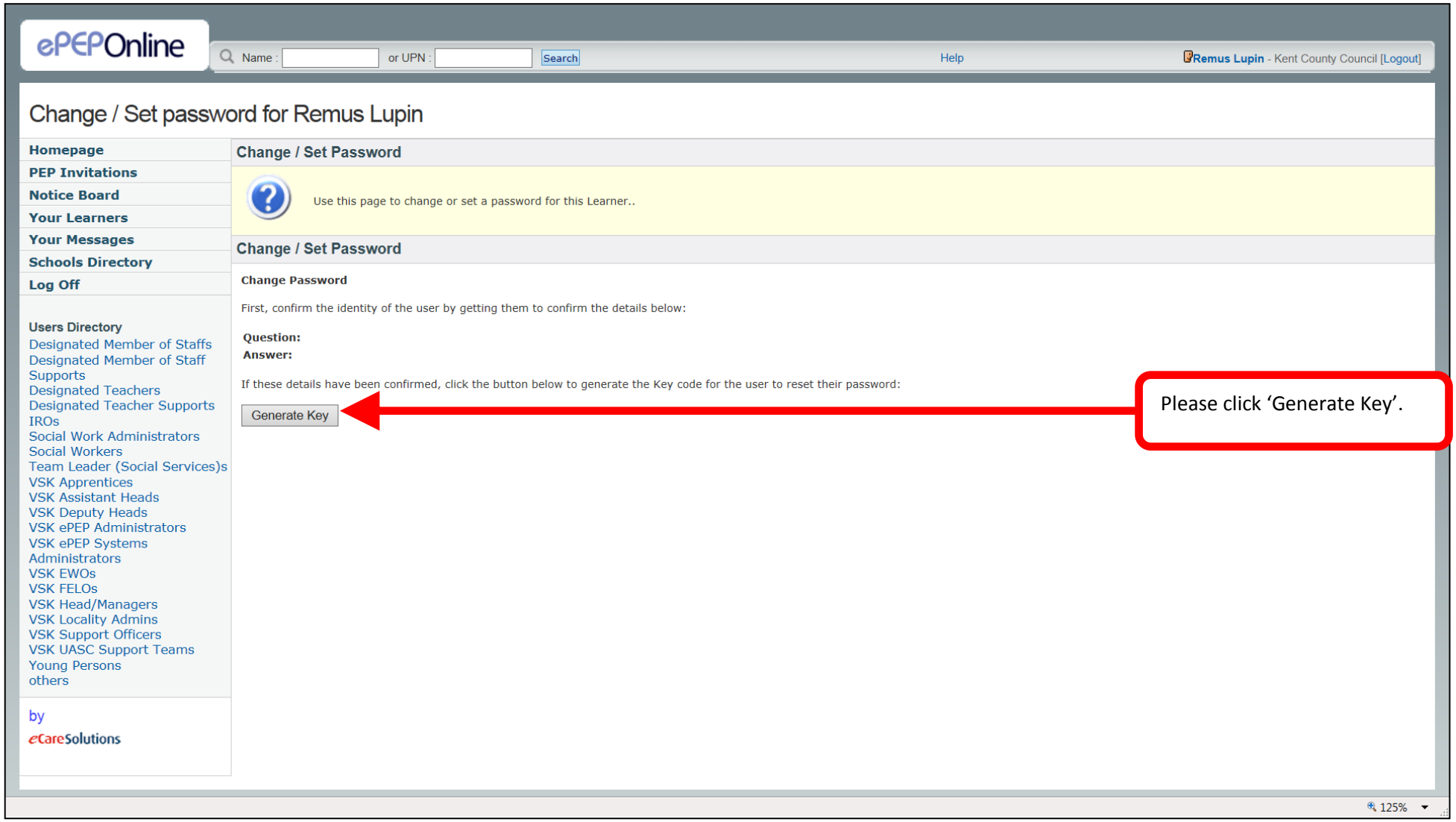
You will get a message in blue confirming the email has been sent.

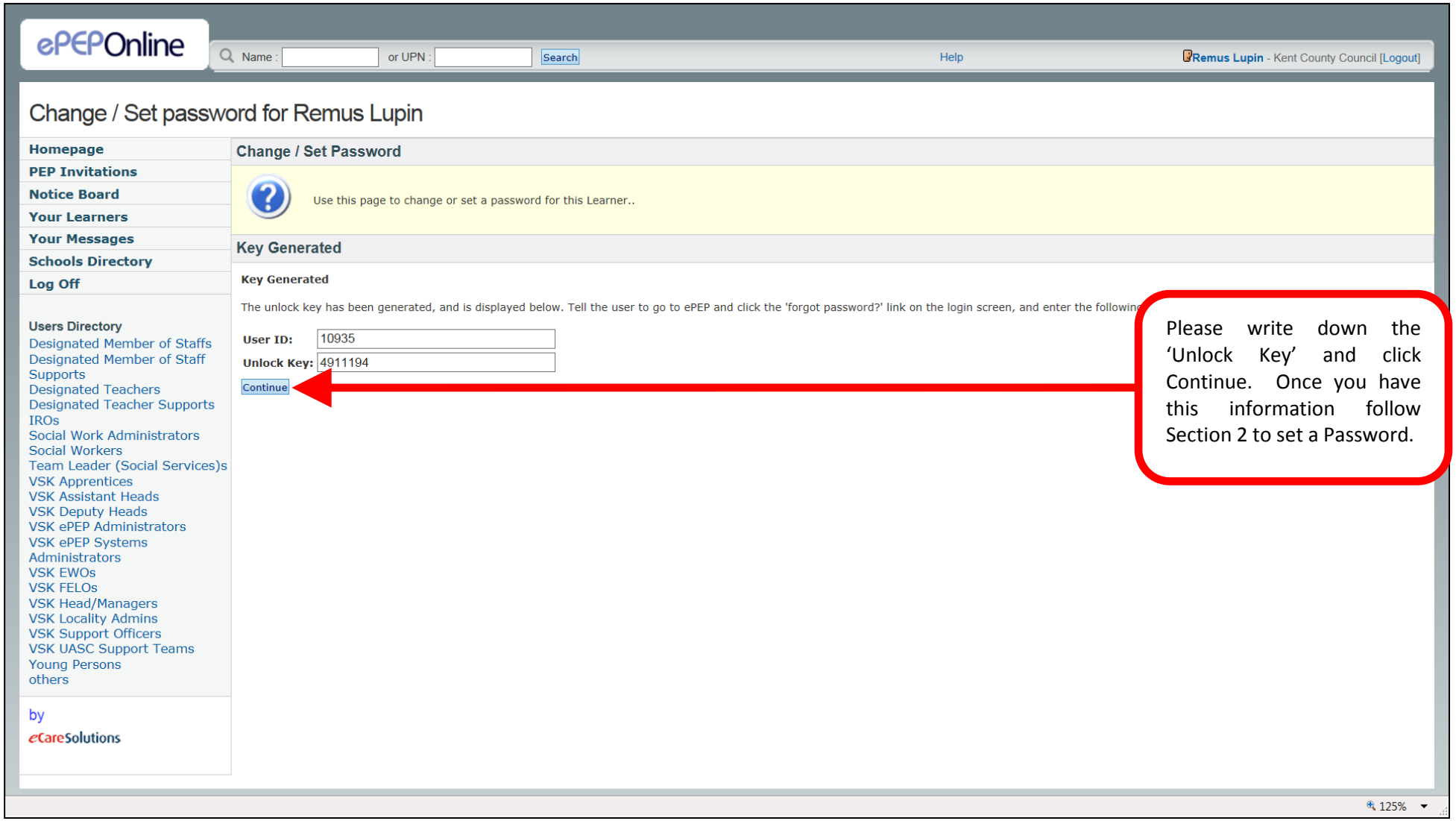
On receipt of the email and with your User Number and Unlock Key to hand, please return to the login in screen and follow the instructions in section 3.

c) *Changing a password in the system*




ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Remus Lupin (Social Worker)
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
View User
Below you will be able to see details about the user you have selected, and if you have the required permissions, make changes to the user's records.
Actions
Edit User Details
Photo Album
Library
View User's Activity Log
Edit User Notes
Change Record Owner
Change User Type
Change / Set Password
Delete User
Select 'Change / set password' in blue under 'Actions'.
About Remus Lupin (U10935)
Edit..
Full Name: Remus Lupin
School: Ministry of Magic
E-Mail Address: rachel.donoghue@kent.gov.uk
Date Added: 28/10/2012
Record Owner: Rachel Donoghue
View
Change
Remus Lupin has access to
Name
as a
George Weasley Social Worker Edit.. Delete
Padma Patil Social Worker Edit.. Delete
Harry Potter Social Worker Edit.. Delete
Euan Abercrombie Social Worker Edit.. Delete
Ted Lupin Social Worker Edit.. Delete
Hermione Granger Social Worker Edit.. Delete
Colin Creevey Social Worker Edit.. Delete
Oliver Wood Social Worker Edit.. Delete
User Notes
Edit..
125%


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Change / Set password for Remus Lupin
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Change / Set Password
Use this page to change or set a password for this Learner..
Change / Set Password
Change Password
First, confirm the identity of the user by getting them to confirm the details below:
Question:
Answer:
If these details have been confirmed, click the button below to generate the Key code for the user to reset their password:
Generate Key
Please click 'Generate Key'.
125%


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Change / Set password for Remus Lupin
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
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Users Directory
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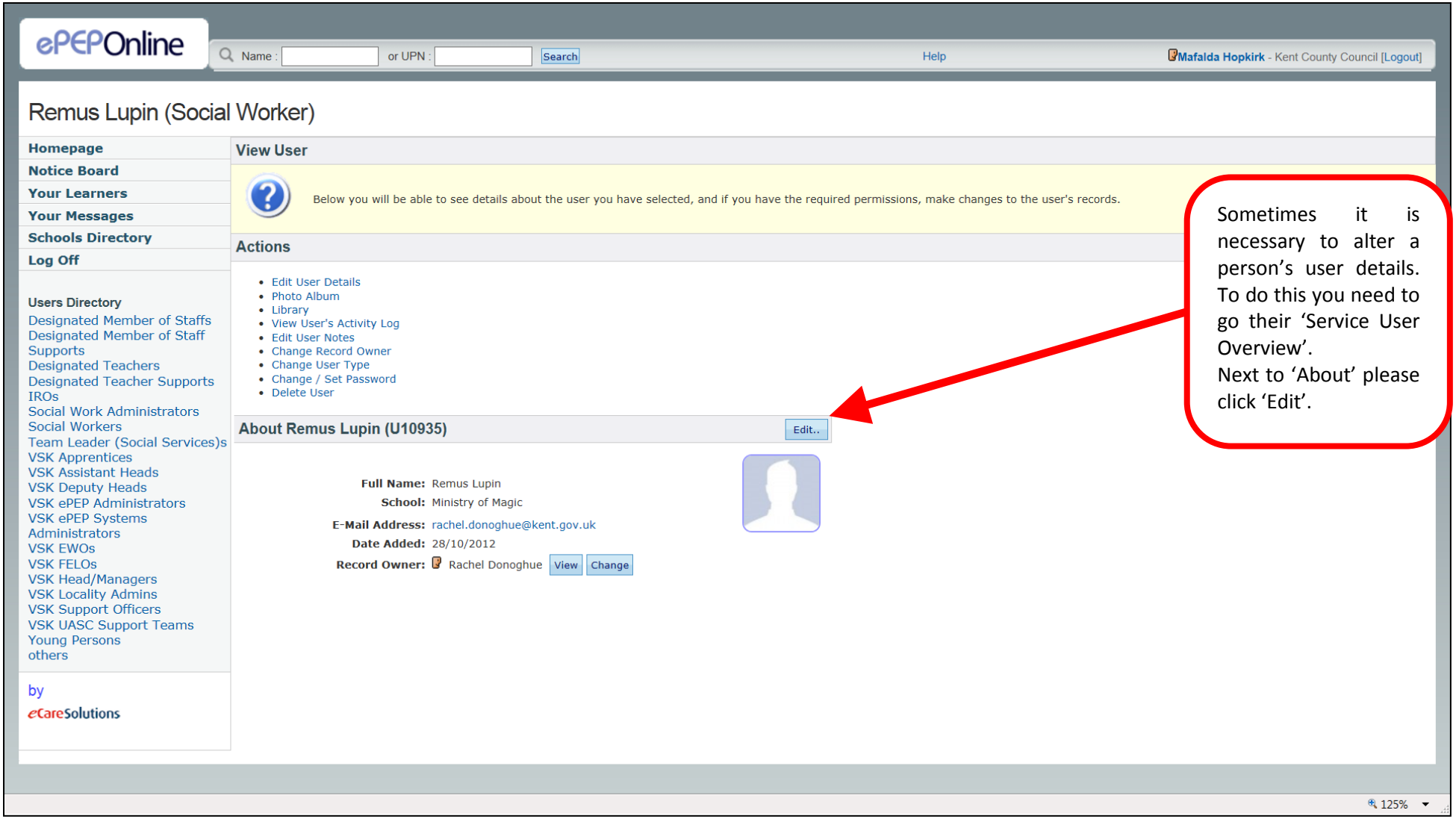
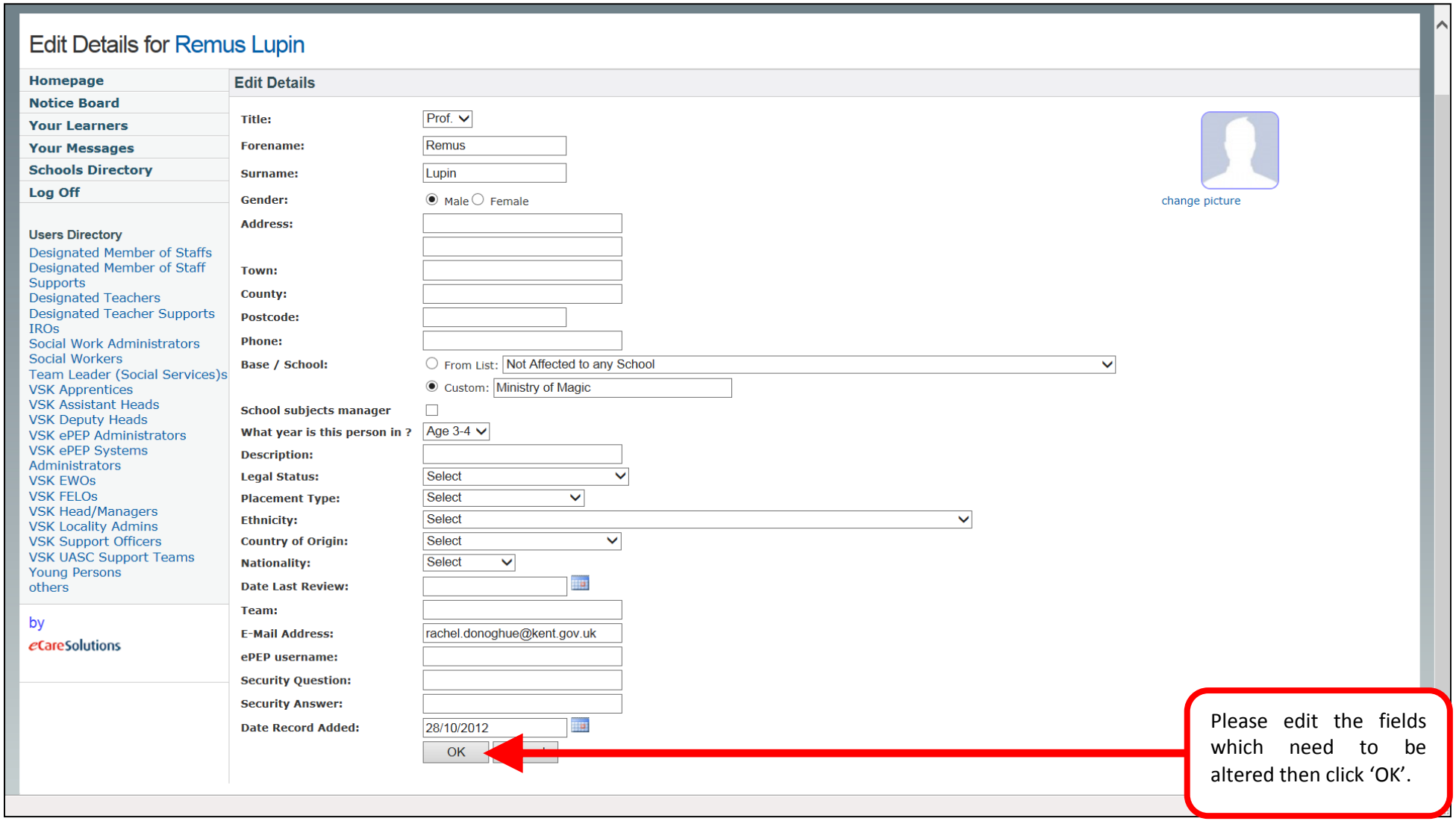
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Change / Set Password
Use this page to change or set a password for this Learner..
Key Generated
Key Generated
The unlock key has been generated, and is displayed below. Tell the user to go to ePEP and click the 'forgot password?' link on the login screen, and enter the following
User ID: 10935
Unlock Key: 4911194
Continue
Please write down the 'Unlock Key' and click Continue. Once you have this information follow Section 2 to set a Password.
125%

34) Changing a User's Details




Edit Details for Remus Lupin
Homepage
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
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IROs
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VSK Apprentices
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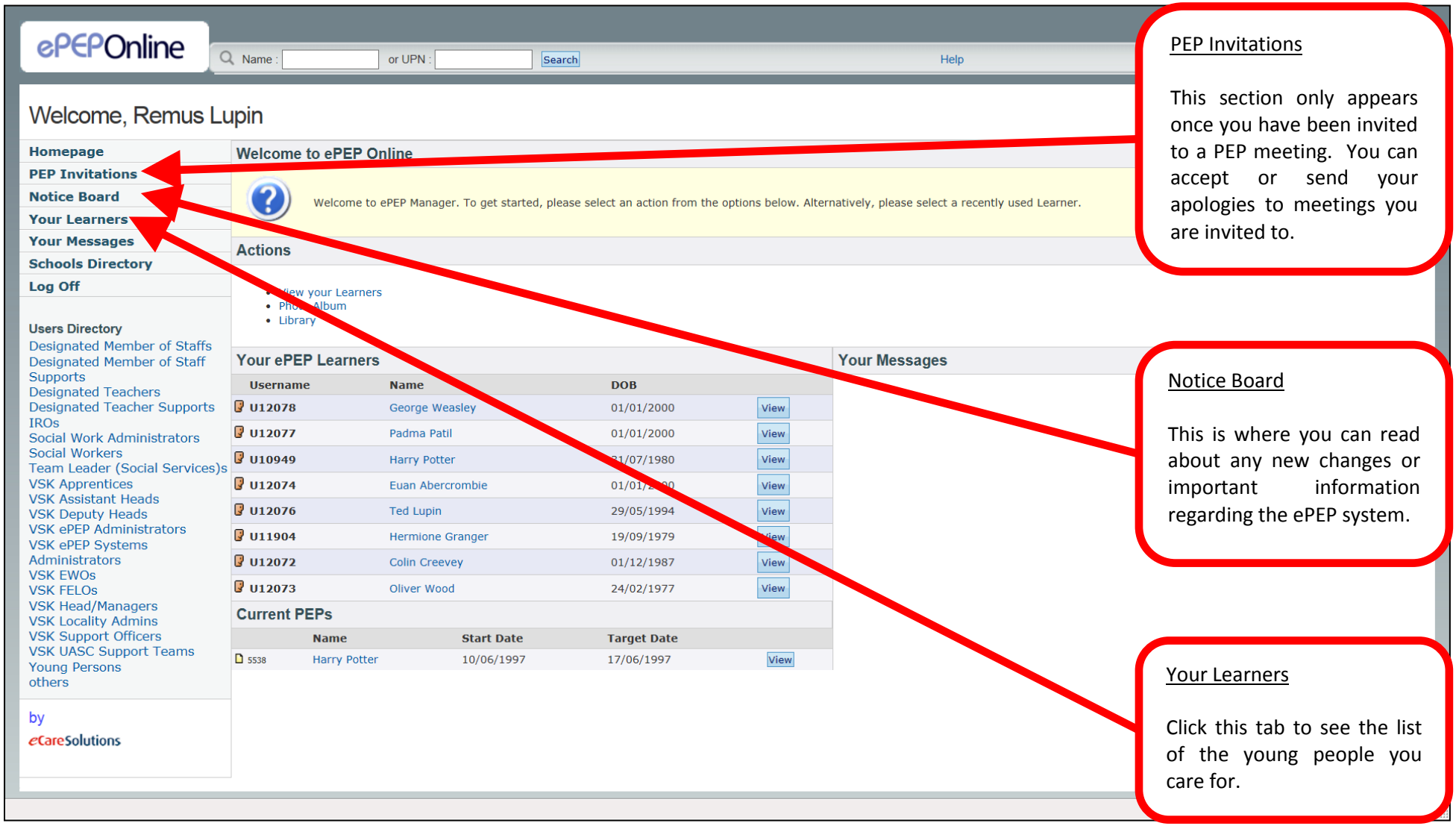
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Edit Details
Title: Prof.
Forename: Remus
Surname: Lupin
Gender: Male Female
Address:
Town:
County:
Postcode:
Phone:
Base / School: From List: Not Affected to any School
Custom: Ministry of Magic
School subjects manager
What year is this person in ? Age 3-4
Description:
Legal Status: Select
Placement Type: Select
Ethnicity: Select
Country of Origin: Select
Nationality: Select
Date Last Review:
Team:
E-Mail Address: rachel.donoghue@kent.gov.uk
ePEP username:
Security Question:
Security Answer:
Date Record Added: 28/10/2012
OK
change picture
Please edit the fields which need to be altered then click 'OK'.

35) Navigating the ePEP Sidebar



PEP Invitations

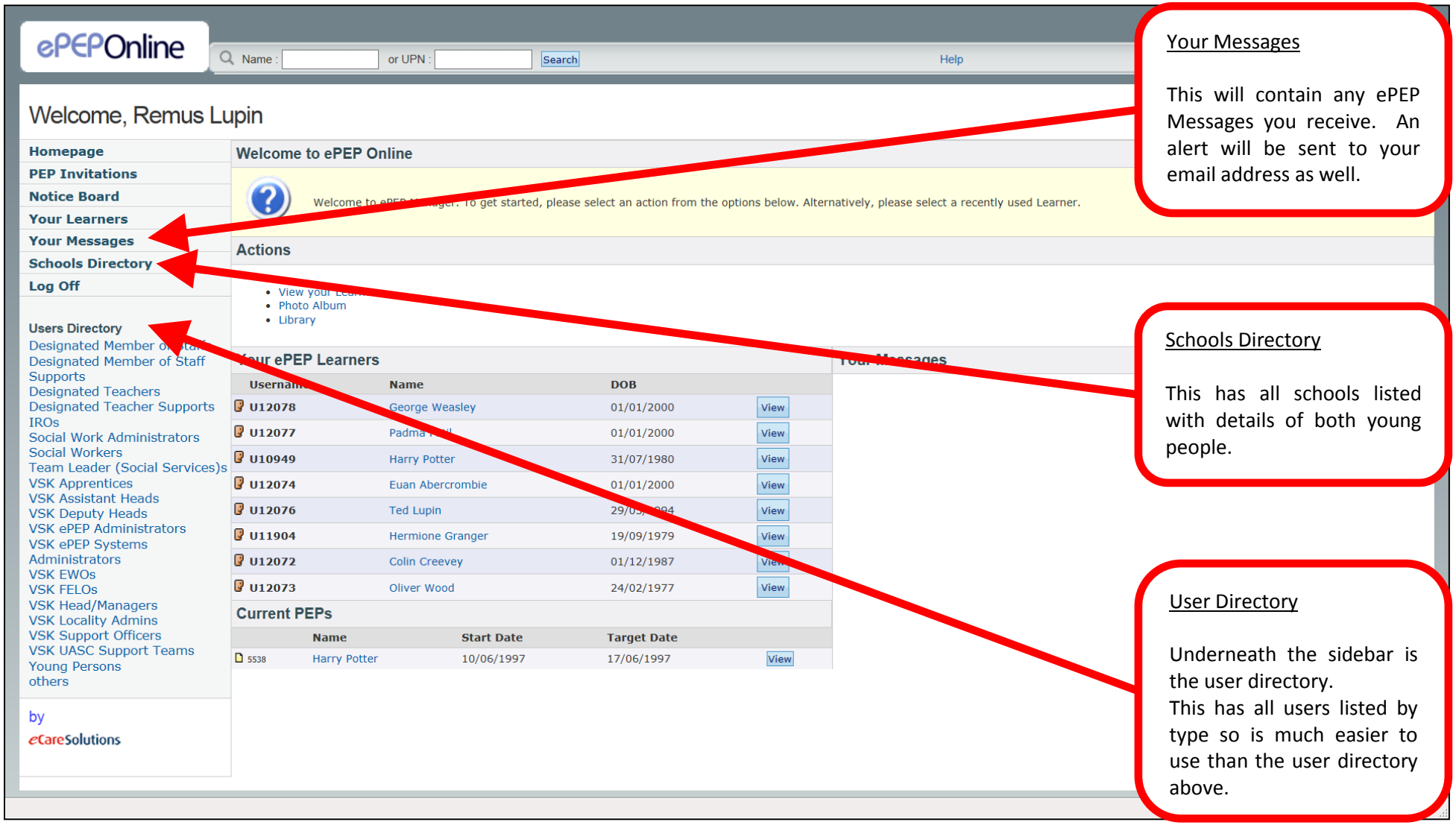
This section only appears once you have been invited to a PEP meeting. You can accept or send your apologies to meetings you are invited to.

Notice Board

This is where you can read about any new changes or important information regarding the ePEP system.

Your Learners

Click this tab to see the list of the young people you care for.


ePEPOnline
Name :
or UPN :
Search
Help
Welcome, Remus Lupin
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staff
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
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Social Workers
Team Leader (Social Services)s
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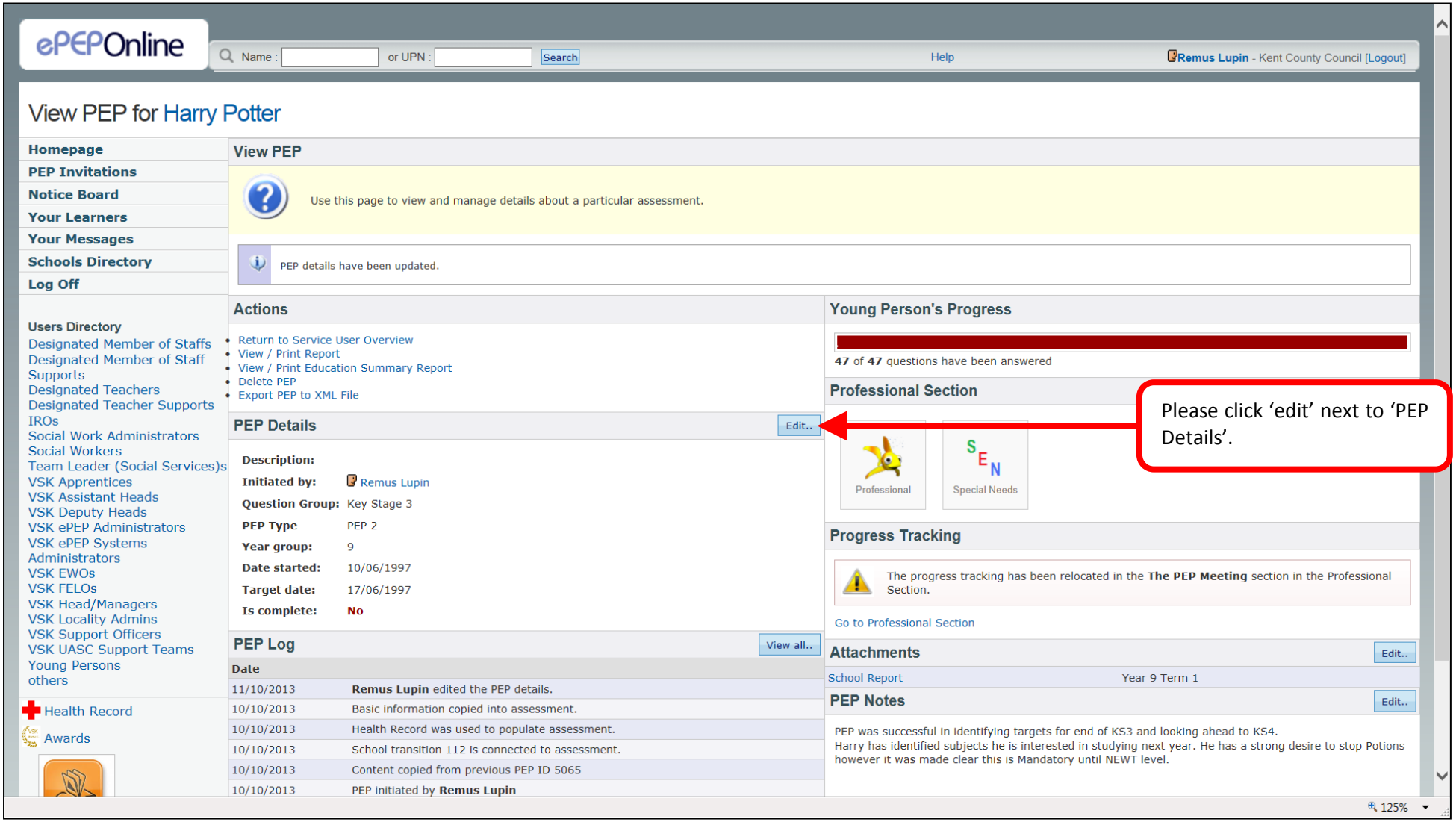
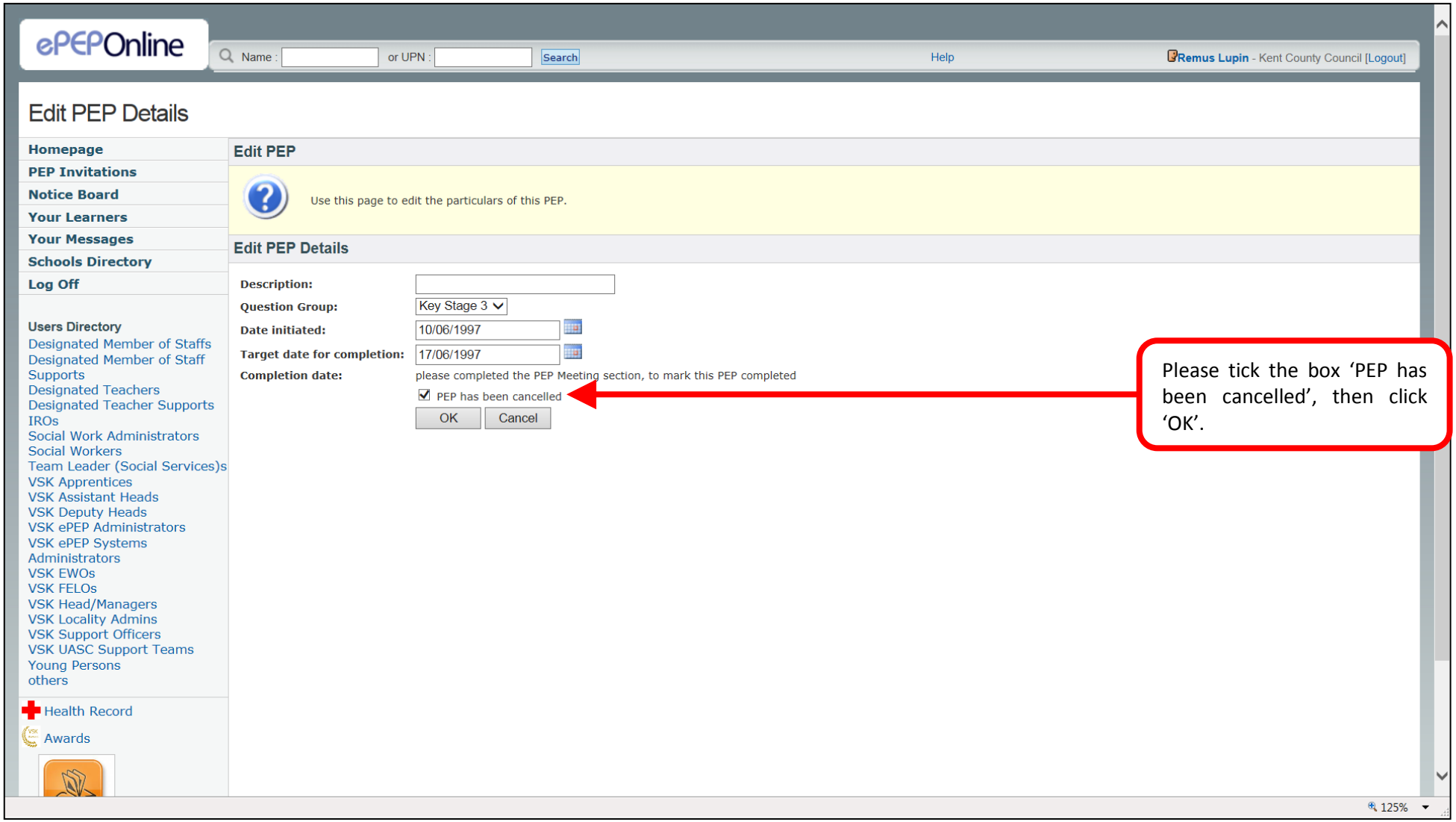
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
by
eCareSolutions
Welcome to ePEP Online
Welcome to ePEP Manager. To get started, please select an action from the options below. Alternatively, please select a recently used Learner.
Actions
View your Learners
Photo Album
Library
Your ePEP Learners
Username
Name
DOB
U12078 George Weasley 01/01/2000 View
U12077 Padma Patil 01/01/2000 View
U10949 Harry Potter 31/07/1980 View
U12074 Euan Abercrombie 01/01/2000 View
U12076 Ted Lupin 29/05/1994 View
U11904 Hermione Granger 19/09/1979 View
U12072 Colin Creevey 01/12/1987 View
U12073 Oliver Wood 24/02/1977 View
Current PEPs
Name
Start Date
Target Date
5538 Harry Potter 10/06/1997 17/06/1997 View
Your Messages
This will contain any ePEP Messages you receive. An alert will be sent to your email address as well.
Schools Directory
This has all schools listed with details of both young people.
User Directory
Underneath the sidebar is the user directory.
This has all users listed by type so is much easier to use than the user directory above.

36) Cancelling a PEP

This is when a PEP meeting is cancelled, for instance a child is no longer in care, if a PEP is rescheduled please see section, if a PEP is created in error please contact the VSK ePEP team who will delete this.




ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Edit PEP Details
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
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Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
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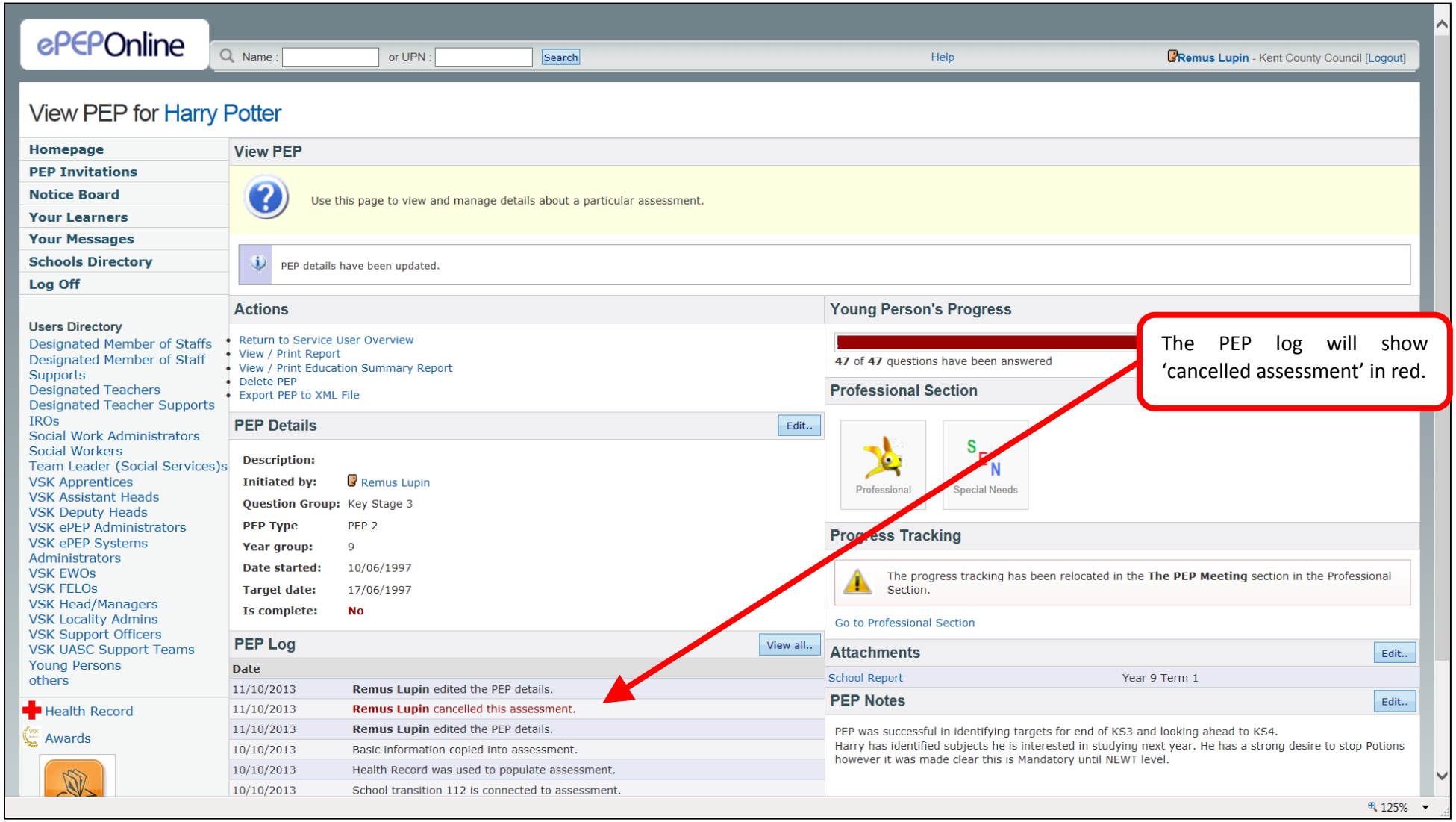
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Edit PEP
Use this page to edit the particulars of this PEP.
Edit PEP Details
Description:
Question Group:
Key Stage 3
Date initiated:
10/06/1997
Target date for completion:
17/06/1997
Completion date:
please completed the PEP Meeting section, to mark this PEP completed
PEP has been cancelled
OK
Cancel
Please tick the box 'PEP has been cancelled', then click 'OK'.
125%


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
View PEP for Harry Potter
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
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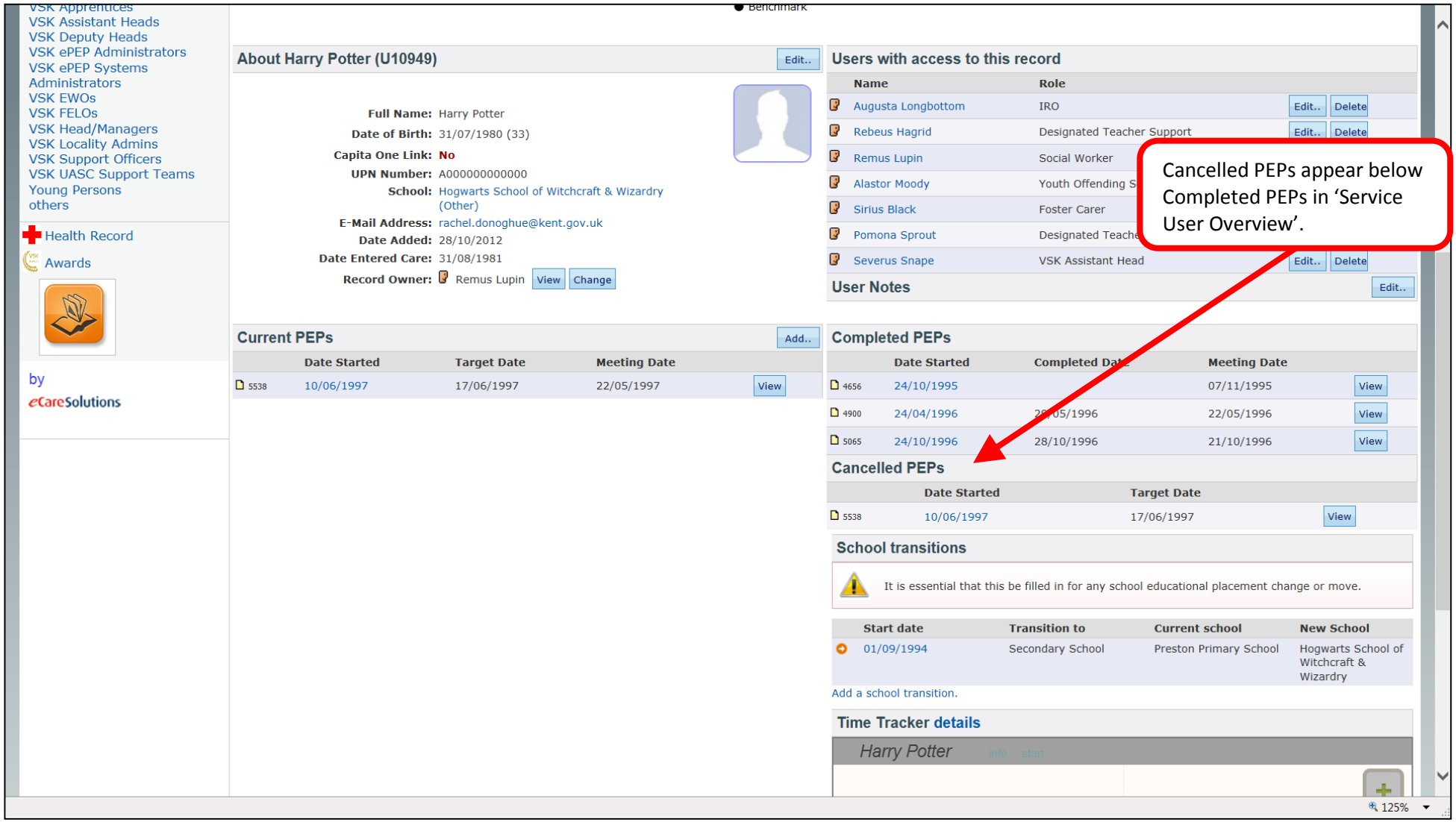
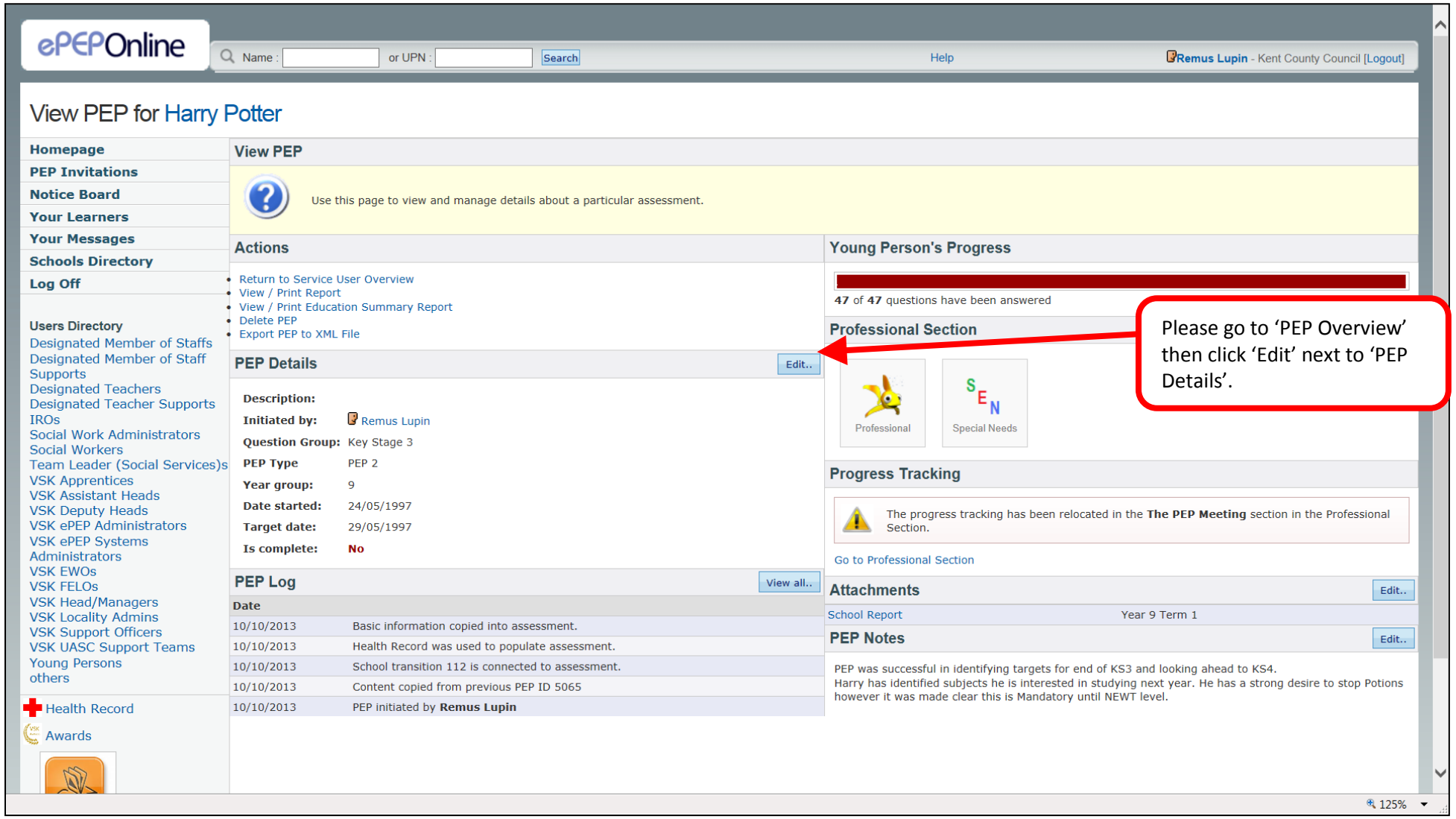
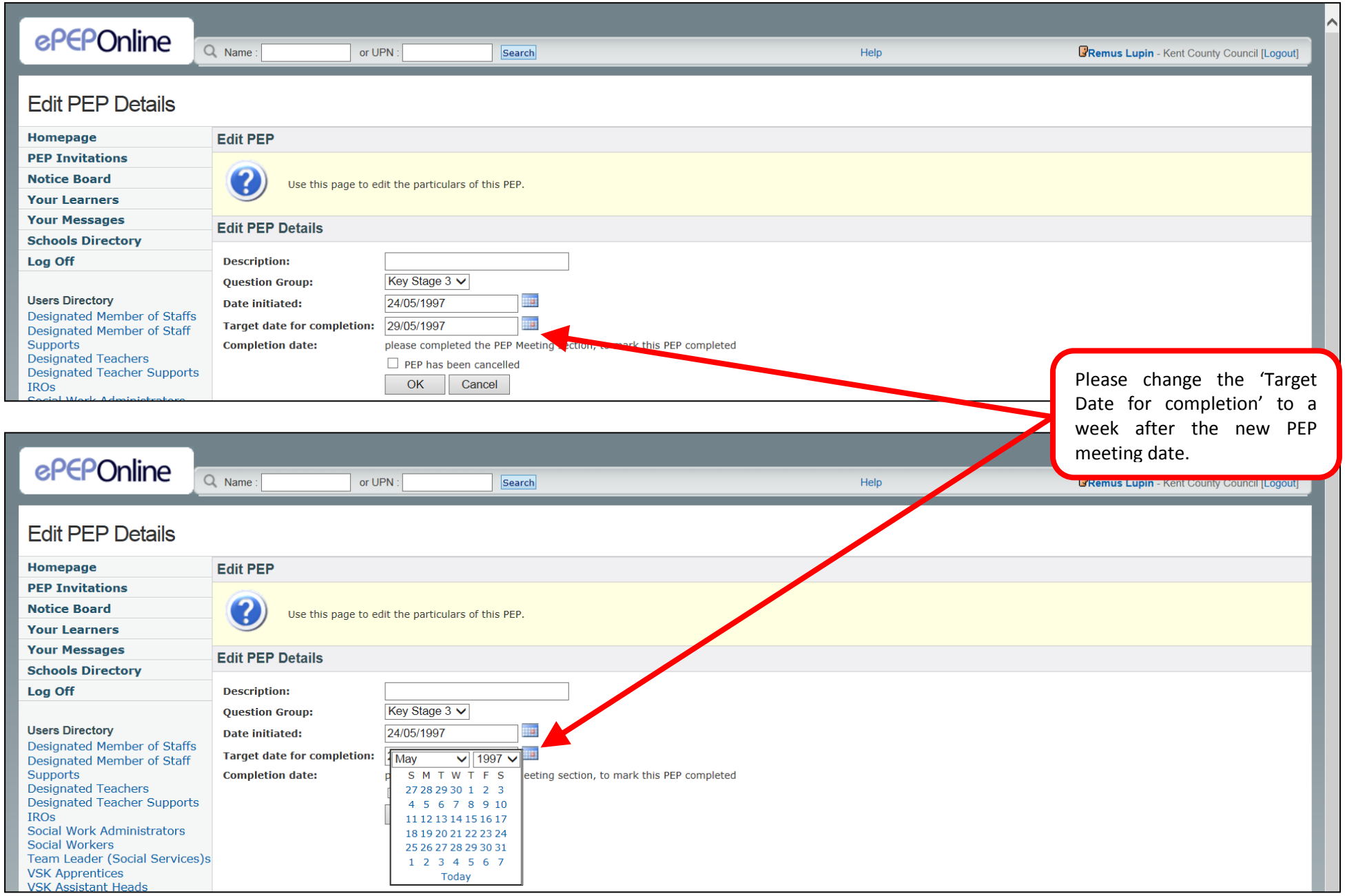
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
View PEP
Use this page to view and manage details about a particular assessment.
PEP details have been updated.
Actions
Return to Service User Overview
View / Print Report
View / Print Education Summary Report
Delete PEP
Export PEP to XML File
PEP Details
Edit..
Description:
Initiated by: Remus Lupin
Question Group: Key Stage 3
PEP Type PEP 2
Year group: 9
Date started: 10/06/1997
Target date: 17/06/1997
Is complete: No
PEP Log
View all..
Date
11/10/2013 Remus Lupin edited the PEP details.
11/10/2013 Remus Lupin cancelled this assessment.
11/10/2013 Remus Lupin edited the PEP details.
10/10/2013 Basic information copied into assessment.
10/10/2013 Health Record was used to populate assessment.
10/10/2013 School transition 112 is connected to assessment.
Young Person's Progress
47 of 47 questions have been answered
Professional Section
Professional
Special Needs
Progress Tracking
The progress tracking has been relocated in the The PEP Meeting section in the Professional Section.
Go to Professional Section
Attachments
Edit..
School Report Year 9 Term 1
PEP Notes
Edit..
PEP was successful in identifying targets for end of KS3 and looking ahead to KS4.
Harry has identified subjects he is interested in studying next year. He has a strong desire to stop Potions however it was made clear this is Mandatory until NEWT level.
The PEP log will show 'cancelled assessment' in red.
125%

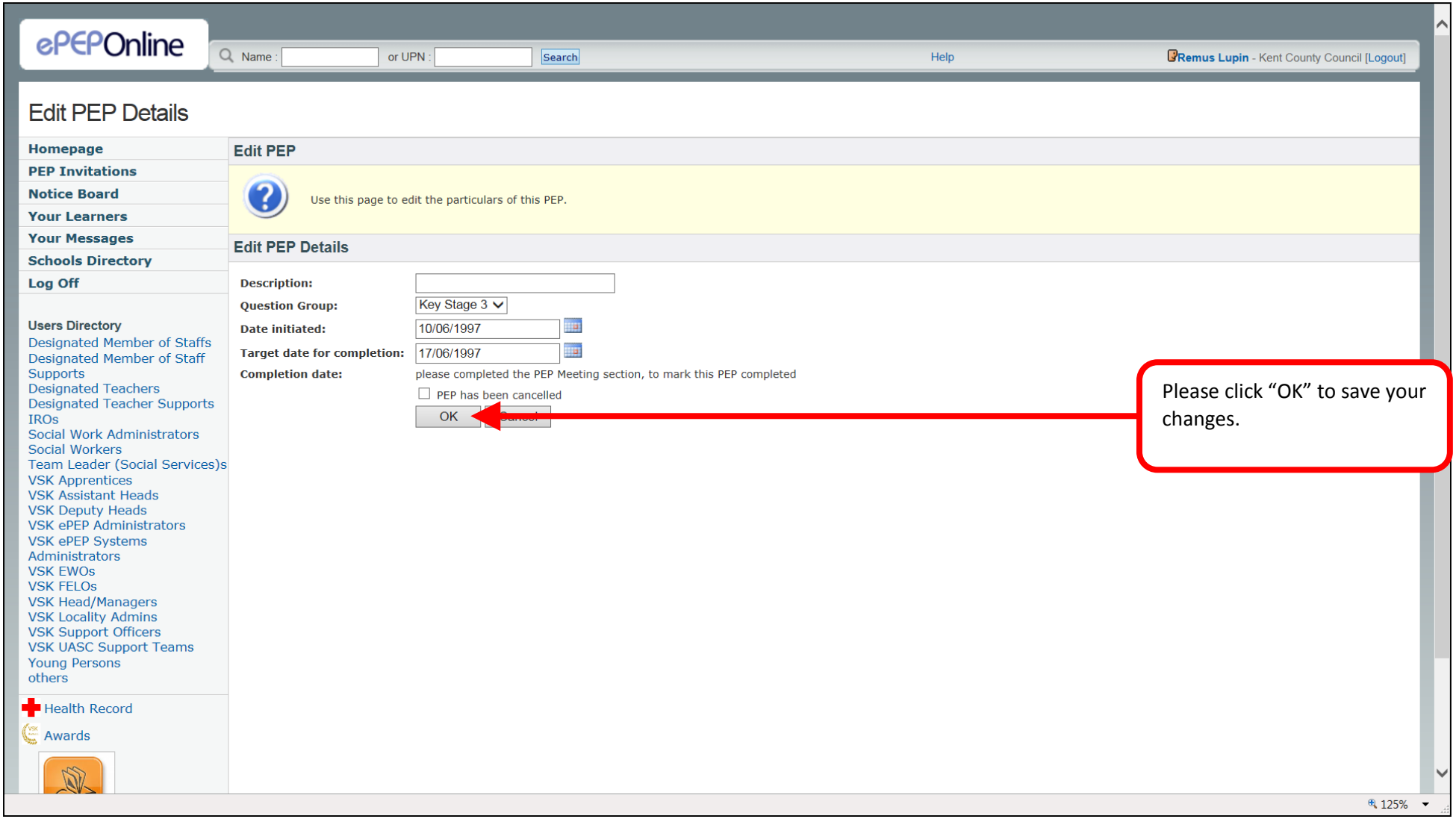

VSK Apprentices
VSK Assistant Heads
VSK Deputy Heads
VSK ePEP Administrators
VSK ePEP Systems Administrators
VSK EWOs
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
by eCareSolutions
Benchmark
About Harry Potter (U10949)
Edit..
Full Name: Harry Potter
Date of Birth: 31/07/1980 (33)
Capita One Link: No
UPN Number: A000000000000
School: Hogwarts School of Witchcraft & Wizardry (Other)
E-Mail Address: rachel.donoghue@kent.gov.uk
Date Added: 28/10/2012
Date Entered Care: 31/08/1981
Record Owner: Remus Lupin View Change
Users with access to this record
Name Role
Augusta Longbottom IRO Edit.. Delete
Rebeus Hagrid Designated Teacher Support Edit.. Delete
Remus Lupin Social Worker
Alastor Moody Youth Offending S
Sirius Black Foster Carer
Pomona Sprout Designated Teache
Severus Snape VSK Assistant Head Edit.. Delete
User Notes
Edit..
Cancelled PEPs appear below Completed PEPs in 'Service User Overview'.
Current PEPs
Add..
Date Started Target Date Meeting Date
5538 10/06/1997 17/06/1997 22/05/1997 View
Completed PEPs
Date Started Completed Date Meeting Date
4656 24/10/1995 07/11/1995 View
4900 24/04/1996 05/1996 22/05/1996 View
5065 24/10/1996 28/10/1996 21/10/1996 View
Cancelled PEPs
Date Started Target Date
5538 10/06/1997 17/06/1997 View
School transitions
It is essential that this be filled in for any school educational placement change or move.
Start date Transition to Current school New School
01/09/1994 Secondary School Preston Primary School Hogwarts School of Witchcraft & Wizardry
Add a school transition.
Time Tracker details
Harry Potter info start
125%

37) Rescheduling a PEP

In the new format a PEP gets filled in in advance of a PEP meeting. If a meeting date changes please **do not** cancel the PEP or ask for it to be deleted. The PEP should be rescheduled as shown below.




ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Edit PEP Details
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
Log Off
Users Directory
Designated Member of Staffs
Designated Member of Staff Supports
Designated Teachers
Designated Teacher Supports
IROs
Social Work Administrators
Social Workers
Team Leader (Social Services)s
VSK Apprentices
VSK Assistant Heads
Edit PEP
Use this page to edit the particulars of this PEP.
Edit PEP Details
Description:
Question Group:
Key Stage 3
Date initiated:
24/05/1997
Target date for completion:
29/05/1997
Completion date:
PEP has been cancelled
OK
Cancel
May
1997
S M T W T F S
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Today
Please change the 'Target Date for completion' to a week after the new PEP meeting date.


ePEPOnline
Name :
or UPN :
Search
Help
Remus Lupin - Kent County Council [Logout]
Edit PEP Details
Homepage
PEP Invitations
Notice Board
Your Learners
Your Messages
Schools Directory
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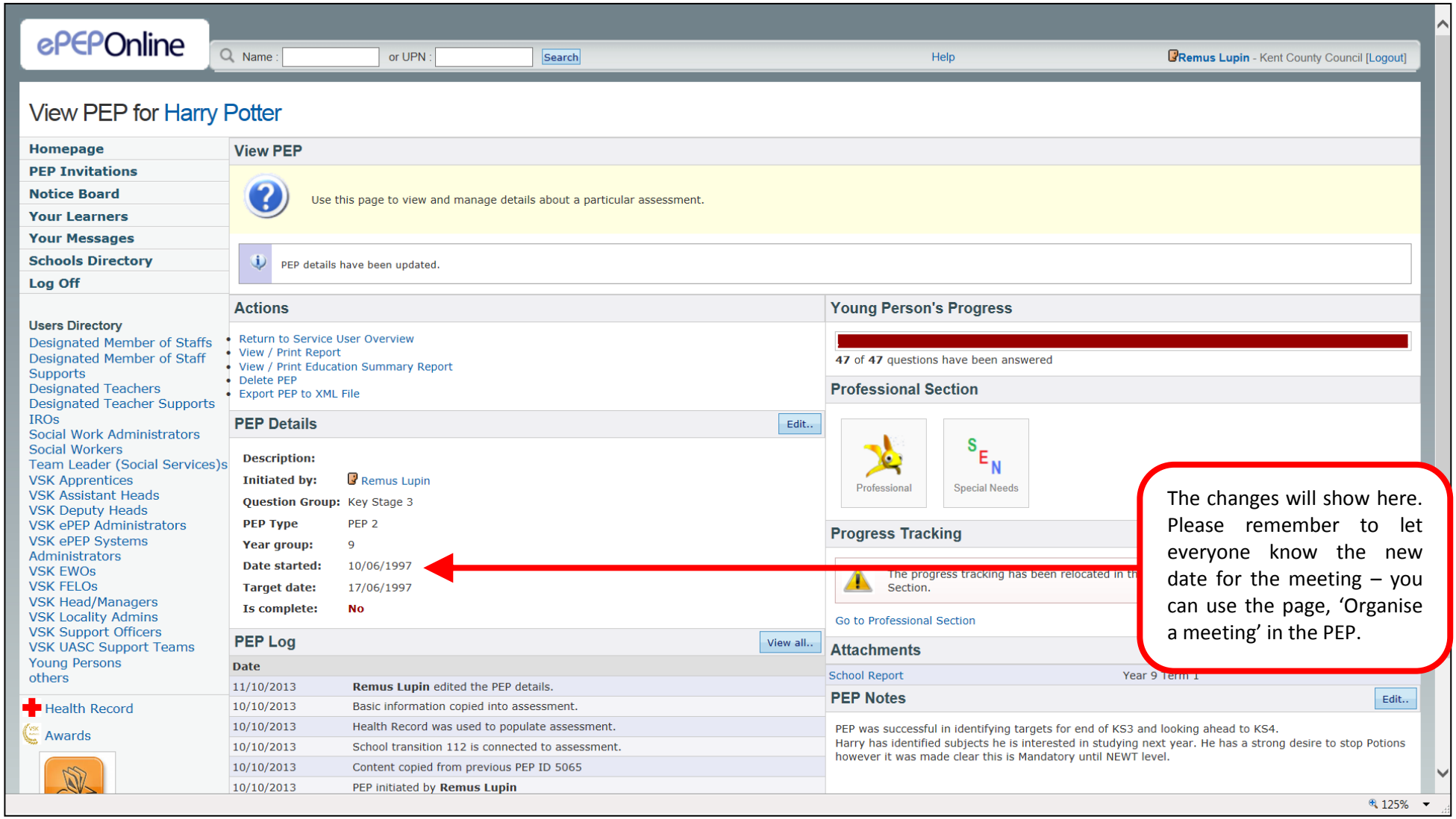
VSK FELOs
VSK Head/Managers
VSK Locality Admins
VSK Support Officers
VSK UASC Support Teams
Young Persons
others
Health Record
Awards
Edit PEP
Use this page to edit the particulars of this PEP.
Edit PEP Details
Description:
Question Group:
Key Stage 3
Date initiated:
10/06/1997
Target date for completion:
17/06/1997
Completion date:
please completed the PEP Meeting section, to mark this PEP completed
PEP has been cancelled
OK
Please click “OK” to save your changes.
125%



The changes will show here. Please remember to let everyone know the new date for the meeting – you can use the page, 'Organise a meeting' in the PEP.

Appendix 1: Useful Information

1. Useful Contact Details

VSK – ePEP Team - VSK_ePEP@kent.gov.uk

Name	Locality/Responsiblity	Contact Number	Email Adress
Rachel Donoghue	East Kent / PEP Development	01227 284517	Rachel.Donoghue@kent.gov.uk
Nicholas Wilson	Ashford, Hythe, Romney Marsh and West Kent / Quality Assurance	01233 898543	Nicholas.Wilson@kent.gov.uk
Alderico Randolfi	Dover, Folkestone and North Kent / Quality Assurance	01233 898589	Alderico.Randolfi@kent.gov.uk
Jessica Baker	Logins	01233 898550	Jessica.baker@kent.gov.uk

Useful Websites

ePEP Website
To login to ePEP
https://epeponline.co.uk/kent

VSK Website
A good website for professionals (includes AIF link and information about future training)
www.virtualschool.lea.kent.sch.uk

Kent Cares Town
Kent's website for Young People
www.kentcarestown.lea.kent.sch.uk

2. Hints, Tips and Reminders

Homepage:	The first page you see when you log in. Click 'Homepage' on the left hand bar to return to this page.	
	To get to a Young Persons 'Service User Overview':	Click the young person's name or 'Edit' under 'Your Learners'
	To get to a 'Current PEP':	Click the young person's name or 'Edit' under 'Current PEPs'

User Overview:	This has the attainment tracker graph on the right hand side.	
	To open a new PEP:	Click 'Add' next to 'Current PEP'
	If there is a current pep already **don't open a new one**. Check the date of the PEP meeting. If it is an old PEP **always close it before opening a new PEP**	
	Never edit a completed PEP	

View PEP:	This is the page with the goldfish.	
	To edit the PEP	Click on the goldfish, marked 'professional'
	To Return to the homepage	Click the young person's name in blue

Remember	Fill in your section before the PEP
	Make sure the young person has answered their questions before the PEP
	Don't forget to add award points!

3. FAQs

a. What is an ePEP (Electronic Personal Education Plan)?

An Electronic Personal Education Plan (ePEP) is a document describing a course of action to help a child or young person reach his/her full academic and life potential. The ePEP document is also a record of the discussion between the young person, designated teacher, social worker and foster carer or parent and any other significant adults.

The PEP should be put together before and be completed at a meeting in which the designated teacher, social worker and carers for the young person in care are present. The young person should also be part of their education planning, either at the PEP meeting itself or through discussions outside that meeting.

The PEP is a shared document which includes the information that everyone needs in order to help their conversations, planning and the delivery of strategies required to make sure the child receives the support and provision needed to succeed. The designated teacher leads on how the PEP is used as a tool in school to make sure the child's progress towards education targets is monitored.

The PEP review meeting highlights the importance of educational planning for young people in care. This reflects the commitment of us all as parents, carers and corporate parents in taking joint responsibility for improving educational outcomes.

b. Why do we have an ePEP?

A Personal Education Plan (PEP) is a statutory requirement for every young person of statutory school age in care, which promotes positive educational outcomes through planning, setting targets and discussion around the young Person.

c. *How has the ePEP changed the way we record the plan and meeting*?

From 1st September 2012 our paper based PEPs were replaced by a new online web-based electronic PEP (ePEP) which is accessible to our young people and their support network. This exciting development provides a wide range of current and historical data, avoids replication/duplication of key information and enables the views of our young people to be captured in an engaging way.

The new ePEP enables professionals to prepare, share and analyse information about the Young Person before the PEP meeting. This allows time for meaningful discussion and a tighter focus during the meeting which will be centred on the Young Person's education, progress and forward planning.

Central to the PEP meeting are the needs and wishes of young people, these are gathered by seeking and recording their views on ePEP as well as including them in discussions during the PEP process. The new ePEP offers an exciting and interactive way to do this and allows us to ask more questions in a new way. A carer, teacher or appropriate adult may need to help the young person to fill in their section of the ePEP before the meeting. Young people should always be encouraged to contribute in the PEP meeting in a way that is comfortable and appropriate for them.

d. What makes a good ePEP?

Preparation by all key adults is essential for a PEP to be successful. The ePEP has been designed in consultation with multi agency partners and most importantly young people to make it a clear, concise and comprehensive record of the meeting.

The best examples of PEPs serve as a record of academic progress and achievement, show social and emotional development clearly set and review short, long and medium term plans through SMART targets and capture aspirations held by the young person.
The Kent Pledge promises that children in care will be helped to achieve and retain good memories for the future. The PEP actively promotes this by considering learning opportunities both in and out of school and keeping a record for our young people to take to adulthood.

e. What are Key Stages? How do they relate to Year Groups and Assessments?

The National Curriculum is structured into groups of years called 'Key Stages'. At the end of each Key Stage, your young person's teacher will formally assess their performance to measure their progress. The table below explains the relationship between Key Stage and school year groups as well as explaining the type of formal assessment for each Key Stage.

Key Stage	School Years	Key Stage Assessments
Key Stage 1	1, 2	Teacher Assessments in English, Maths and Science & Year 1 Phonics screening check
Key Stage 2	3, 4, 5, 6	Year 6 SATs
Key Stage 3	7, 8, 9	Teacher Assessments in English, Maths and Science and other subjects studied
Key Stage 4	10, 11	GCSEs, Diplomas, BTECs, ASDANs, Key Skills

f. How is do I know if my Young Person is progressing?

The progress of your young person should always be recorded and discussed in the PEP. The table below shows how your young person is progressing.

**Please bear in mind that these levels are a rough indicator of progress and children with learning needs and disabilities may progress at a different rate – for example P scales.*

Year Group	Nearly There	Spot On	Doing Well
Year 1 (5-6yrs)	1b	1a	2c
Year 2 (7yrs)	2c	2b	2a
Year 3 (8yrs)	2b	2a	3c
Year 4 (9yrs)	3c	3b	3a
Year 5 (10yrs)	3b	3a	4c
Year 6 (11yrs)	4c	4b	4a
Year 7 (12yrs)	4b	4a	5c
Year 8 (13yrs)	5c	5b	5a
Year 9 (14yrs)	6b	5a	6c
Year 10 (15yrs)	Predicted 5+ G.C.S.E.s or equivalent qualifications; including Maths and English		
Year 11 (16yrs)			

4. Acronyms

ACCENT	Adolescents and Children in Care Emotional Needs Team
AIF	Achievement Improvement Fund
ASD	Autism Spectrum Disorder
BESD	Behavioural, Emotional and Social Difficulties
CAMHS	Community and Adolescent Mental Health Services
CiC	Child in Care
CXK	Connexions
DT	Designated Teacher
ePEP	Electronic Personal Education Plan
EWO	Education Welfare Officer
FC	Foster Carers
FELO	Fostering Education Liaison Officer
FSC	Families and Social Care
HI	Hearing Impaired
IEP	Individual Education Plan
ILP	Individual Learning Plan
IRO	Independent Reviewing Officer
LAC	Looked After Child
MLD	Moderate Learning Difficulty
NCY	National Curriculum Year
PD	Physical Disability
PEP	Personal Education Plan
PMLD	Profound and Multiple Learning Difficulties
PSP	Pastoral Support Plan
SDQ	Strengths and Difficulties Questionnaire
SEND	Special Educational Needs and Difficulties
SLD	Specific Learning Disability
SLCN	Speech, Language and Communication Needs
SMART Targets	Specific Measurable Achievable Realistic and Timely Targets
SS	Social Services
SW	Social Worker
UASC	Unaccompanied Asylum Seeking Child
ULN	Unique Learner Number
UPN	Unique Pupil Number
VI	Visual Impairment
VSK	Virtual School Kent
YOS	Youth Offending Service

5. PEP Meeting Agenda

PEP Meeting Agenda

Before the meeting:

Part 1 to be completed by Social Worker - Social Worker marks Section 1 as complete on ePEP

Part 2 to be completed by Designated Teacher – Designated Teacher marks Section 2 as complete on ePEP

DT to arrange for CIC to complete Section 3 – Designated Teacher marks Section 3 as complete on ePEP

During the meeting:

**Items 2 and 3 can be discussed in a different order depending on whether the student is present in the meeting or not, or whether it is appropriate to discuss all areas with the student present.*

1. Introductions

2. Discussion – updates and with reference to impact on learning only

a) Care plan
b) Contact arrangements
c) Placement type and stability
d) Wellbeing – physical / mental / emotional health
e) Behaviour plan - if appropriate

3. Personal Education Plan (with student)

a) Student's comments re. school and their learning
b) Student's achievement and progress (incl. levels / grades)
c) Implications of student's special educational needs / link to Statement Learning Objectives as necessary
d) Review of targets previously set
e) New targets agreed
f) Consider the use of AIF / agree who will make the referral
g) State and consider the use of Pupil Premium in school
h) Outside of school activities / set target
i) Transition arrangements - if appropriate

4. Carer's additional comments

5. Any other discussion items?

6. Date of next PEP set (100 school days/6 months)

Following the meeting:

DT and social worker ensure information is recorded accurately on ePEP

DT marks section 4 and 5 as complete on ePEP

DT 'closes' current PEP on ePEP no later than 1 week after the date of the meeting

DT opens new PEP on ePEP a month before the date of the next PEP meeting and sends email invitations via ePEP system

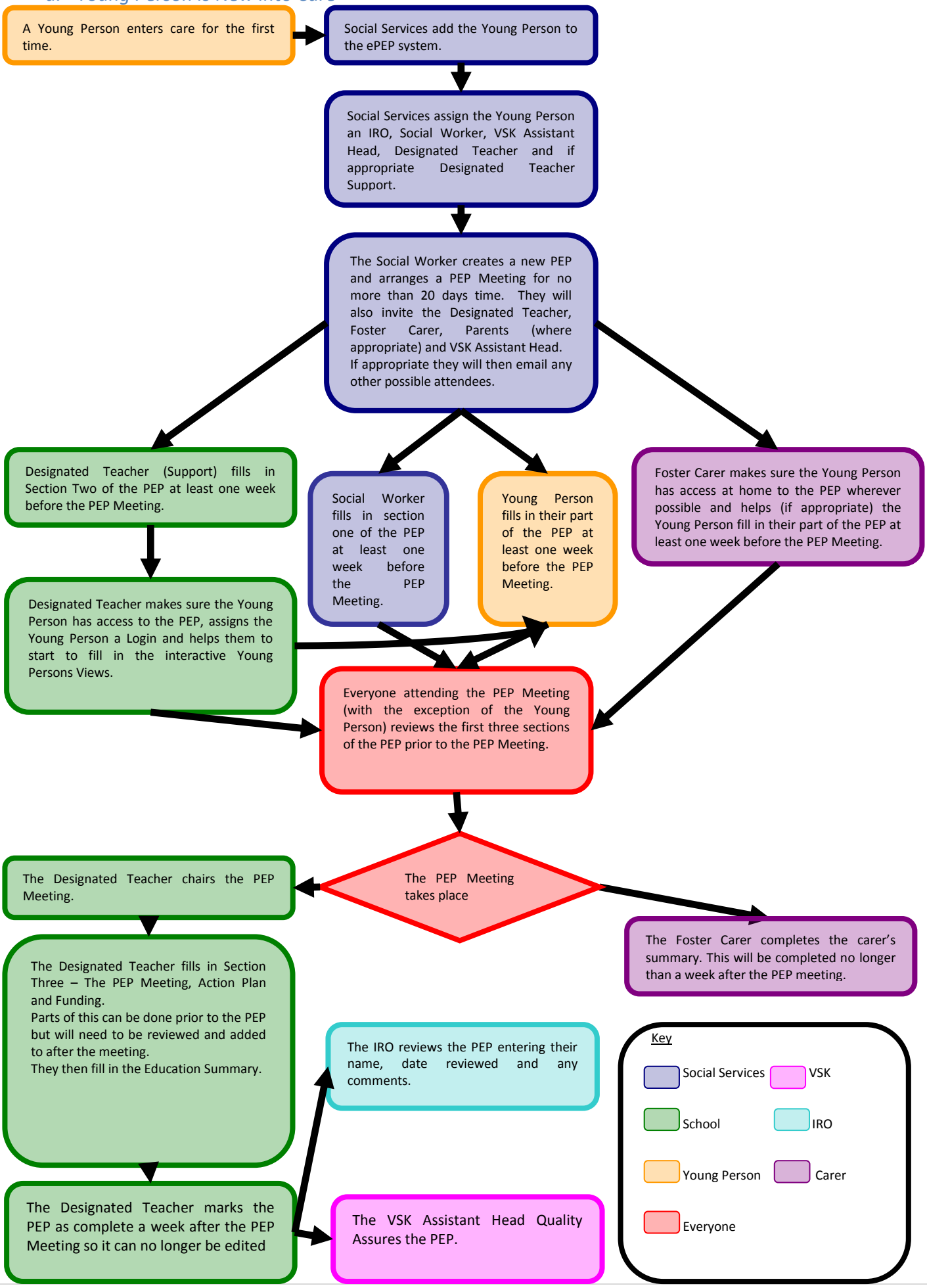
Appendix 2: Responsibilities

1. Table of Key Responsibilities

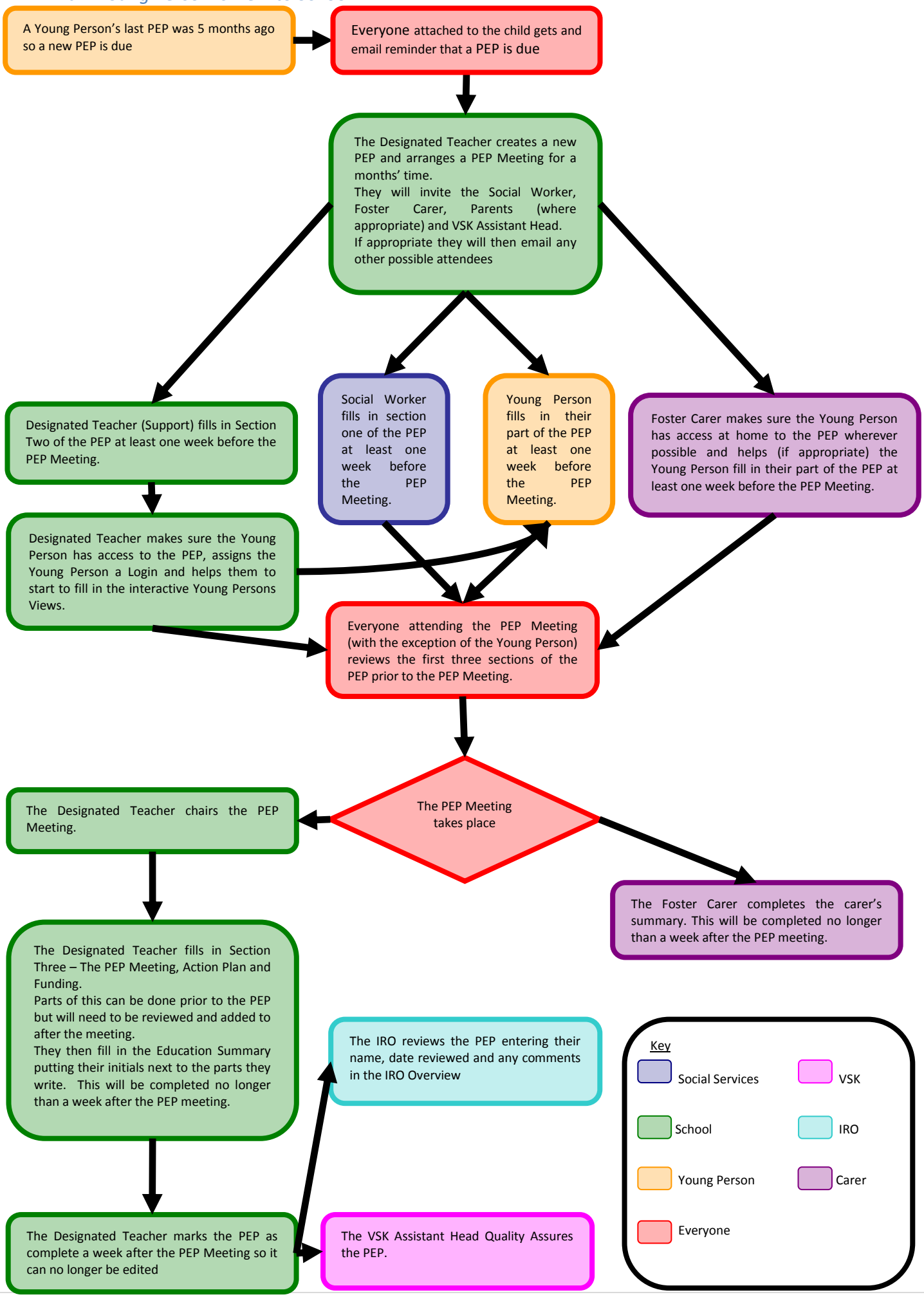
Action	Responsibility	Top Tips
Adding a new Young Person (New into Care)	Social Work Administrators	Check the Young Person is not live or archived on the system
Archiving a Young Person when they leave care	Social Work Administrators	
Reactivating a Young Person from the ePEP archive	Social Work Administrators	
Adding users to a new Young Person	Social Work Administrators	Need to add Social Worker, IRO, VSK Assistant Head, Designated Teacher and Foster Carer
Changing a Young Person's details in 'About a Young Person'	Social Services Users, Schools Users and VSK Users	
Initiate a new into care PEP	Social Worker	This PEP has to be carried out within 20 days, please ask VSK to attend
Initiate a return to care PEP	Social Worker	This PEP has to be carried out within 20 days, please ask VSK to attend
Initiate a PEP for a Young Person with No School	Social Worker	This PEP has to be carried out within 20 days, please ask VSK to attend
Initiating the first PEP in a new school	Social Worker	This PEP has to be carried out within 20 days, please ask VSK to attend
Initiate a review (6monthly) PEP	Designated Teacher	
Changing a Young Person's school	Outgoing Designated Teacher	
Filling in the transition section (Change of School)	Outgoing Designated Teacher	
Change a Young Person's Designated Teacher (Support)	(Outgoing) Designated teacher	
Change a Young Person's Social Worker	Social Work Administrators	
Change a Young Person's IRO	IRO Administrators	
Change a Young Person's VSK Assistant Head	VSK Administrators	
Change a Young Person's Foster Carer	Social Work Administrators	

2. Flow Chart

a. Young Person is New into Care


A Young Person enters care for the first time.
Social Services add the Young Person to the ePEP system.
Social Services assign the Young Person an IRO, Social Worker, VSK Assistant Head, Designated Teacher and if appropriate Designated Teacher Support.
The Social Worker creates a new PEP and arranges a PEP Meeting for no more than 20 days time. They will also invite the Designated Teacher, Foster Carer, Parents (where appropriate) and VSK Assistant Head. If appropriate they will then email any other possible attendees.
Designated Teacher (Support) fills in Section Two of the PEP at least one week before the PEP Meeting.
Social Worker fills in section one of the PEP at least one week before the PEP Meeting.
Young Person fills in their part of the PEP at least one week before the PEP Meeting.
Foster Carer makes sure the Young Person has access at home to the PEP wherever possible and helps (if appropriate) the Young Person fill in their part of the PEP at least one week before the PEP Meeting.
Designated Teacher makes sure the Young Person has access to the PEP, assigns the Young Person a Login and helps them to start to fill in the interactive Young Persons Views.
Everyone attending the PEP Meeting (with the exception of the Young Person) reviews the first three sections of the PEP prior to the PEP Meeting.
The PEP Meeting takes place
The Designated Teacher chairs the PEP Meeting.
The Foster Carer completes the carer's summary. This will be completed no longer than a week after the PEP meeting.
The Designated Teacher fills in Section Three – The PEP Meeting, Action Plan and Funding.
Parts of this can be done prior to the PEP but will need to be reviewed and added to after the meeting.
They then fill in the Education Summary.
The IRO reviews the PEP entering their name, date reviewed and any comments.
The Designated Teacher marks the PEP as complete a week after the PEP Meeting so it can no longer be edited
The VSK Assistant Head Quality Assures the PEP.
Key
Social Services
VSK
School
IRO
Young Person
Carer
Everyone

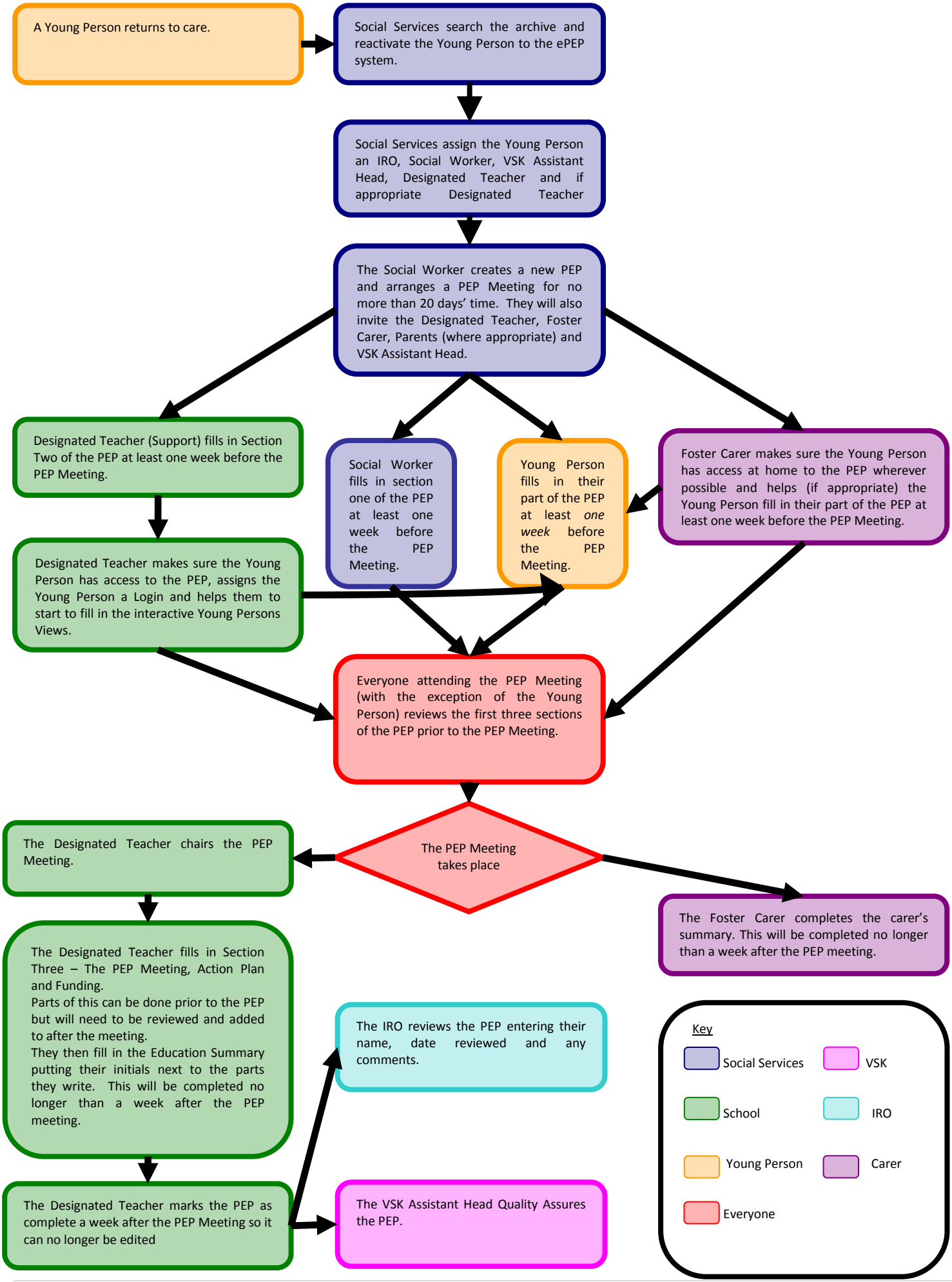
b. *Young Person is New to School*


A Young Person's last PEP was 5 months ago so a new PEP is due
Everyone attached to the child gets and email reminder that a PEP is due
The Designated Teacher creates a new PEP and arranges a PEP Meeting for a months' time.
They will invite the Social Worker, Foster Carer, Parents (where appropriate) and VSK Assistant Head.
If appropriate they will then email any other possible attendees
Designated Teacher (Support) fills in Section Two of the PEP at least one week before the PEP Meeting.
Social Worker fills in section one of the PEP at least one week before the PEP Meeting.
Young Person fills in their part of the PEP at least one week before the PEP Meeting.
Foster Carer makes sure the Young Person has access at home to the PEP wherever possible and helps (if appropriate) the Young Person fill in their part of the PEP at least one week before the PEP Meeting.
Designated Teacher makes sure the Young Person has access to the PEP, assigns the Young Person a Login and helps them to start to fill in the interactive Young Persons Views.
Everyone attending the PEP Meeting (with the exception of the Young Person) reviews the first three sections of the PEP prior to the PEP Meeting.
The PEP Meeting takes place
The Designated Teacher chairs the PEP Meeting.
The Foster Carer completes the carer's summary. This will be completed no longer than a week after the PEP meeting.
The Designated Teacher fills in Section Three – The PEP Meeting, Action Plan and Funding.
Parts of this can be done prior to the PEP but will need to be reviewed and added to after the meeting.
They then fill in the Education Summary putting their initials next to the parts they write. This will be completed no longer than a week after the PEP meeting.
The IRO reviews the PEP entering their name, date reviewed and any comments in the IRO Overview
The Designated Teacher marks the PEP as complete a week after the PEP Meeting so it can no longer be edited
The VSK Assistant Head Quality Assures the PEP.
Key
Social Services
VSK
School
IRO
Young Person
Carer
Everyone

c. *Young Person is Due a Review PEP (Every 6 Months)*

A Young Person has a change of school placement
Social Services let the new school know the Young Person is CiC.
The Designated teacher of the old school should have transferred the child over to the new school on the ePEP system.
If they have not the new school should immediately contact the previous schools Designated Teacher and ask they do so.
The Social Worker creates a new PEP and arranges a PEP Meeting for no more than 20 days time. They will also invite the Designated Teacher, Foster Carer, Parents (where appropriate) and VSK Assistant Head to the meeting.
Designated Teacher (Support) fills in Section Two of the PEP at least one week before the PEP Meeting.
Social Worker fills in section one of the PEP at least one week before the PEP Meeting.
Young Person fills in their part of the PEP at least one week before the PEP Meeting.
Foster Carer makes sure the Young Person has access at home to the PEP wherever possible and helps (if appropriate) the Young Person fill in their part of the PEP at least one week before the PEP Meeting.
Designated Teacher makes sure the Young Person has access to the PEP, assigns the Young Person a Login and helps them to start to fill in the interactive Young Persons Views.
Everyone attending the PEP Meeting (with the exception of the Young Person) reviews the first three sections of the PEP prior to the PEP Meeting.
The PEP Meeting takes place
The Designated Teacher chairs the PEP Meeting.
The Foster Carer completes the carer's summary. This will be completed no longer than a week after the PEP meeting.
The Designated Teacher fills in Section Three – The PEP Meeting, Action Plan and Funding.
Parts of this can be done prior to the PEP but will need to be reviewed and added to after the meeting.
They then fill in the Education Summary putting their initials next to the parts they write. This will be completed no longer than a week after the PEP meeting.
The IRO reviews the PEP entering their name, date reviewed and any comments in the IRO Overview
The Designated Teacher marks the PEP as complete a week after the PEP Meeting so it can no longer be edited
The VSK Assistant Head Quality Assures the PEP.
Key
Social Services
VSK
School
IRO
Young Person
Carer
Everyone

d. *Young Person has Returned to care*


A Young Person returns to care.
Social Services search the archive and reactivate the Young Person to the ePEP system.
Social Services assign the Young Person an IRO, Social Worker, VSK Assistant Head, Designated Teacher and if appropriate Designated Teacher
The Social Worker creates a new PEP and arranges a PEP Meeting for no more than 20 days' time. They will also invite the Designated Teacher, Foster Carer, Parents (where appropriate) and VSK Assistant Head.
Designated Teacher (Support) fills in Section Two of the PEP at least one week before the PEP Meeting.
Social Worker fills in section one of the PEP at least one week before the PEP Meeting.
Young Person fills in their part of the PEP at least *one week* before the PEP Meeting.
Foster Carer makes sure the Young Person has access at home to the PEP wherever possible and helps (if appropriate) the Young Person fill in their part of the PEP at least one week before the PEP Meeting.
Designated Teacher makes sure the Young Person has access to the PEP, assigns the Young Person a Login and helps them to start to fill in the interactive Young Persons Views.
Everyone attending the PEP Meeting (with the exception of the Young Person) reviews the first three sections of the PEP prior to the PEP Meeting.
The PEP Meeting takes place
The Designated Teacher chairs the PEP Meeting.
The Foster Carer completes the carer's summary. This will be completed no longer than a week after the PEP meeting.
The Designated Teacher fills in Section Three – The PEP Meeting, Action Plan and Funding.
Parts of this can be done prior to the PEP but will need to be reviewed and added to after the meeting.
They then fill in the Education Summary putting their initials next to the parts they write. This will be completed no longer than a week after the PEP meeting.
The IRO reviews the PEP entering their name, date reviewed and any comments.
The Designated Teacher marks the PEP as complete a week after the PEP Meeting so it can no longer be edited
The VSK Assistant Head Quality Assures the PEP.
Key
Social Services
VSK
School
IRO
Young Person
Carer
Everyone

Appendix 3
User Agreements and Proforma

1. Email Password Proforma

Dear

Thank you for completing and returning your VSK ePEP User Agreement.

You now have access to the ePEP system.

Website: https://epeponline.co.uk/kent

Your Username/User number is Enter U Number Here

Your Unlock Key is Enter Unlock Key Here

Below is a break down to explain how to log onto ePEP and change your password.

To change your password

1. Login to ePEP by clicking on the link or alternatively copy and paste into your web search toolbar - https://epeponline.co.uk/kent.
2. In the Login screen under Username and Password click on 'I HAVE AN UNLOCK KEY'.
3. Enter your User number and Unlock Ley and click submit key.
4. You will then be taken to a new screen where you will be able to create a password.
5. You should now be able to login with your new password.

If you have any questions, requests or comments please contact the ePEP team on
Tel 01227 284517 or alternatively email VSK_ePEP@kent.gov.uk .

Kind Regards

2. Social Services User Agreement

VSK ePEP User Agreement: Social Services

Every Social Worker will have access to the ePEP as will any nominated Social Work Admin. Logins are also available to those Team Leaders/ Managers and Directors who wish to have one.

Accessing the PEP

All users within Social Services will be able to view all parts of the PEP and its attachments with the exception of "Assistant Heads Summary".

Editing the PEP

All users will be able to nominate Young People for award points. You can nominate a Young Person for one award point or if you feel they deserve more than one point the nomination will be automatically referred to the VSK Deputy Heads.

Within social services only Social Workers and Social Work Admin will be able to edit the PEP. Social Workers will have editing rights to all parts of the PEP with the exception of "Young Persons Views on School and Learning" and "Assistant Heads Summary". Social Work Admin will have access to "Section One" only.

For your ease of use the new PEP when created will carry over all the basic information from the previously completed PEP. It is imperative that you ensure all information is correct and relevant for the current PEP deleting any old, out of date information carried over from the previously completed PEP.

Whilst it is not your responsibility to fill in "Section Two", if you have more up to date information or notice something is incorrect please change it.

General Responsibilities	1) Making sure all your Kent LAC are on the ePEP system.	• Make sure all Young People you are responsible for are on the system. • Make sure you are assigned to them. • If you notice any mistakes with assigned users please in the first instance change them or if unable to, please contact ePEP admin.
	2) Arranging the first PEP meeting.	• Please see "Before the PEP Meeting" for instructions on how to do this. • Please note the Social Worker is responsible for the first PEP when the Young Person is new to care or starts at first School/Setting.
	3) Make sure the PEP is as up to date and correct as possible.	• If you have more up to date information or notice something is incorrect in "Section Two", please change it. • Make sure the correct IRO; Carer; Social Service Users; Designated Teacher and others are assigned to the Young Person. • If not in the first instance change it, if you are unable to please let ePEP Admin know.
Adding Users	1) Users assigned to the Young Person	• Every Young Person should have assigned to them a; • Social Worker • Designated Teacher • Assistant Head • IRO • Carer If you notice any of these are missing it is a collective responsibility to then add them or inform Social Services, Designated Teachers or VSK admin.

	2)Users You are responsible for	• Social Workers and Social Work Admin will have responsibility for creating new user IDs for; Young Person; IRO's; Social Service Users and Carers.
	3) Create a new user	• Log on to ePEP, on the Home page underneath the "Actions Section" you will see "Create a new user", click on this. This opens up the New User Wizard. Click on Next, and then select the type of user you wish to create from the drop down list, press Next again. This takes you into user details page. • Please enter as much detail as you can in this section. For school users select the school, if the school is not in the drop down list please contact ePEP admin. If you are creating a KCC user please put where they are based i.e. Kroner house, Ashford or Gibson Drive, Kings Hill. If a Foster Carer the town/city they reside in. • If the person has an email address there is no need to fill in the password just click next and it will send them an email with an unlock key and instructions on how to set their password. For users without email set up a password (surname and date of birth) DO NOT SEND THE PASSWORD OUT. Please follow the instructions below on how to instruct a user to change a password. • All new Users need to be sent the relevant user guide. Please find these on the VSK website in the ePEP section. We recommend sending these as attachments with the Password Letter. • Please inform VSK when you have added a new user by emailing ePEP Admin with there name, designation and locality/team/school/setting.
	4) To instruct a user on how to change a Password.	• For security you must never set or send out a Password. always send out the User name and Unlock key. • For security never send out a User Name and Unlock Key together. • The best and most secure way to do this is use the two sample letters at the end of this guide. To find the user number and unlock key please do the following. • Locate the user by searching for them or using the user directory. You should be able to see there user number in "About this Person" (this always starts with a U). • In the same screen, select change/set password in the "Actions" section. This will take you through to the change/set password screen. Click on generate key, make a note of the unlock key and press continue. • Use this information to fill out the sample letters or if the user is with you for them to log on.
	2) Setting up the First PEP Meeting	• This must be done at least one month before the PEP Meeting. • Go into the PEP using the professional's button. And go to "Section 3" and select "Organise a PEP Meeting". • Select those you wish to invite. This will trigger an email to everyone assigned to the Young Person, if their box has been selected. • If you wish to invite any others a separate email needs to be sent. •

	3) Updating Information	• Fill in "Section One" of the PEP and check all information is complete and up to date before the PEP meeting. • You can if you wish fill in the "Action Plan" and add comments to the "Education Summary" before hand, ready for a final edit during the PEP.
During the PEP Meeting.	1)Help complete the relevant sections	• Assist the Designated Teacher and complete and fill in "Section Three and The Education Summary" during the PEP meeting.
After the PEP Meeting	1) Complete the PEP	• Fill In any other comments in the Education summary as soon as possible. • This must be done within a week.
	2) Send in AIF funding application	• If it was agreed you would submit AIF funding please complete and send in the AIF funding application. • Please note if an agreed AIF funding application is not received by VSK within three weeks an email reminder will be sent to you.
	3) Changes within school	• If you cease to be the Social Worker you need to change your details to those of the new, incoming Social Worker. • Please see the help section for information on changing users
Help Section	1) To find a school and DT or other user.	• On the Left hand side of your ePEP Homepage there is a User Directory Select the Type of User and it will take you to a list of those user types in alphabetical order. You can also use the search bar at the top of the page. • To find a school select Schools Directory on the right hand side and scroll down the alphabetical list to find your school. Select the school to get an overview of the school, staff and students that attend there.
	2) Find a user and change their password	• If a member of staff or Young Person Hasn't got their username or Password please follow these instructions. • Locate the User by searching for them or using the User Directory. Go into their User Area by clicking on view, you should be able to see their user number in "About this Person" (this always starts with a U). • In the same screen, select change/set password in the "Actions" section. Then click on generate key, make a note of the unlock key and press continue • Go to the login screen and click I have an unlock key. Follow the wizard and allow the Young Person to enter their Password. They now will be able to login.
Changing and transferring users	1) Deleting users who are leaving.	• When a Social Services User, IRO, or Carer leaves you need to delete them from the PEP system. You must then add the new Incoming Social Services User to the Young Person. • To delete a User you find the User and select them to go into their User Details. Under "Actions" select "Delete User", this takes you to a new page select yes. You have now deleted this User. • Only delete them if they are leaving. If they are no longer involved with the Young Person you can just take them off that Young Person. • If you delete users who are not leaving they will be wiped from the system and will cease to be assigned to any Young People.

	2) To remove an assigned user.	• When a User no longer needs to be assigned to a Young Person you need take them off the Young Persons record. • Go into the Young Persons ePEP record, then under "Users With Access to This Record" select "Delete" for the user you wish to take off. • Please make sure if you are taking off a User that another is put on in its place for Carers, IRO's and Social Workers.
	3) To assign a user to the young person	• Go into the Young Persons record and click add next to "Users with access to this record" then enter the new persons name click on next, this should bring up that person, click on select this user and then from the drop down box choose there designation, click on next again and then Finish. • If for any reason the User is not on ePEP please check the User Directory in case the name is spelled incorrectly. If they are not on the Directory and they are a Young Person, Carer, Social Services User or IRO please create a new user profile for them.
Before the PEP Meeting	1) Creating the First PEP	• Ensure PEP's are created One month prior to the PEP Meeting. • This is done by going into the Young Persons User Area (Do this using the search bar or User directory) on the right hand side next to "Current Assessments'" click the Add Button. • This takes you to "Add a PEP review" Fill in the information and click OK. This will have created your PEP. • Please note the start date should be **one month** before the PEP meeting and end date no longer than **one week** after the PEP Meeting. • This will trigger an email to all assigned to the Young Person to let them know the new PEP can now be updated • This will allow sufficient time for colleagues to update information

Useful Contacts

ePEP website	https://ePEPonline.co.uk/Kent
VSK ePEP admin	VSK_ePEP@kent.gov.uk

VSK ePEP User Agreement: Social Services

Please sign below to agree to terms of use.

The email address supplied below, to us will be linked to your login. Therefore if this changes you must let ePEP admin know by email.

Print Name_____

Signature (Handwritten) _____

Email _____

Team _____

Base _____

Position_____

Date_____

Please note by signing this as well as agreeing to the above user agreement, you are also agreeing not to share your ePEP Login or Password with anyone. If anyone in your school does need an additional Login please contact ePEP administration.

Please retain a copy of this for your records and return a copy of this page to Virtual School Kent by emailing Jessica.baker@kent.gov.uk
or by fax or post for the attention of Jessica Baker, Fax; 01233 898 500 Address; Virtual School Kent, Kroner House, Eurogate Business Park, Ashford, Kent, TN24 8XU.

3. Foster Carer User Agreement

TERMS OF USE

VSK ePEP User Agreement: Foster Carer

Accessing the PEP

You will have access to the ePEP for the foster children for which you are responsible.

Editing the PEP

All users will be able to nominate Young People for award points. You can nominate a Young Person for one award point. If you feel they deserve more than one point the nomination will be automatically referred to the VSK Deputy Heads.

You cannot edit any part of the PEP except the Carer's Summary.

Responsibilities

Please fill in the **Carer's Summary** a week before the PEP meeting where possible. There will be a period of a week after the PEP meeting when you can add to this if necessary.

If you do notice incorrect information please do let the Social Worker or Designated Teacher know.

Useful Contacts

ePEP website	https://epeponline.co.uk/Kent
ePEP help	https://epeponline.co.uk/help.php
VSK ePEP admin	VSK_ePEP@kent.gov.uk

VSK ePEP User Agreement: Foster Carer

Please complete ALL sections in Block Capitals and sign below to agree
ALL TERMS OF USE

The email address supplied to us will be linked to your login, so if it changes please notify us by emailing VSK_ePEP@kent.gov.uk

Full Name:	
Address:	
Postcode:	
Email:	
Telephone Number:	

Name of Young Person(s) in your care	Date Of Birth	Date placement started

Please sign to confirm that the information you have provided is correct and that you agree not to share your ePEP Login or Password with anyone else.

Signature:_____ Date:_____

Please send completed forms only to:

VSK ePEP Team
Freepost MA344
Kroner House
Eurogate Business Park
Ashford
Kent TN24 8XU

If you need any assistance please contact the dedicated ePEP Admin Team on 01233 898589 or email VSK_ePEP@kent.gov.uk